

Frequently Asked Questions regarding leave

Explanation

There are different types of leaves of absences offered at Gannett. For purposes of this article, they are broken into two types, paid and unpaid.

Paid leaves of absence include leaves where the employee may be eligible to receive payment directly from Gannett. This includes but is not limited to Short-Term Disability (STD) and Paid Parental Leave (PPL).

Unpaid leaves of absence include leaves where the employee is not eligible to receive payment directly from Gannett. This includes but is not limited to Long-Term Disability (LTD), Personal Leaves of Absence (LOA), and leave under the Family and Medical Leave Act (FMLA) or other state family leaves that do not run concurrently with STD or PPL.

Q&A

What is short-term disability?

Short-term disability (STD) is an income replacement benefit provided by Gannett for employees who need to be off work for more than seven calendar days due to their own non-work-related medical condition.

Is STD job protected leave?

No. However, STD may run concurrently with other leaves that have job protection, such as leave under the Family and Medical Leave Act (FMLA) or applicable state leaves which are covered later.

Who is eligible for STD?

U.S. employees who are regularly scheduled to work 30+ hours a week are eligible for STD. Please note, benefits described in this document may be different than employees who are covered under a Collective Bargaining Agreement. Please refer to your HRBP for more information.

Do I have to enroll in STD benefits?

No, STD is a benefit that eligible employees are automatically enrolled in at no cost to them.

What is the STD benefit amount?

If approved, eligible employees may receive 60% of their base pay, plus commissions if applicable, as their income replacement during their STD leave.

Will I be able to receive STD benefits the first day I go out of work?

No. The first seven calendar days are considered the waiting period before STD benefits start. STD benefits start on the employee's eighth calendar day of leave.

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How am I paid during the waiting period?

Employees can be compensated through MTO or PTO and floating holidays for the hours they would normally be scheduled during the waiting period.

What do I have to do to be paid MTO or PTO/floating holidays?

- Employees on the MTO plan will have MTO automatically applied to the waiting period.
- Employees on the PTO plan **must** have their PTO and/or floating holidays entered in Dayforce for it to be paid. Managers should enter this information for employees who are not able to do so themselves.

Am I able to use my MTO or PTO/floating holidays to supplement my STD pay?

Yes. Employees are eligible to use MTO or PTO/floating holidays to supplement STD pay as follows:

- Employees on the MTO plan can use a maximum of 12 MTO days per calendar year to supplement their pay. This equates to approximately 2 days a week for 6 weeks.
 - MTO will automatically be applied.
- Employees on the PTO plan can use their PTO and/or floating holidays to supplement their pay.
 - PTO and/or floating holidays **must** be entered by the employee or manager in Dayforce for it to be paid.

How do I file a claim for STD benefits?

As soon as the need for the leave is known, but not more than 30 days prior to the expected start date, employees should contact Sedgwick, Gannett's leave of absence administrator, at 855.442.4236>Option 5 or mySedgwick.com/gannett.

What does Sedgwick do?

Sedgwick administers all leaves for Gannett except for Workers' Compensation. Sedgwick will partner with the employee and the employee's medical provider(s) to obtain the necessary documentation to support the need for the leave.

What type of documentation does Sedgwick need?

The type of documentation needed will depend on the type of leave. Sedgwick may request completed forms, proof of birth (for standalone PPL claims), office notes, test results, phone consultations, etc. to determine if the employee is eligible for the benefit.

What happens if the requested information is not returned to Sedgwick?

If the requested documentation or clarification is not provided to Sedgwick, they will not be able to evaluate the employee's claim for benefits, and the claim may be denied. It is the employee's

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responsibility to ensure that the necessary documentation is provided to Sedgwick by the required due dates.

How can I make sure my doctor provides Sedgwick the information?

Employees can ask their doctor for a copy of the information being provided to Sedgwick and upload it onto the mysedgwickcom/gannett portal.

How can I monitor my claim status?

Employees can create an account on mySedgwick.com/gannett when they go out on leave. This will allow them to monitor status, see what information is still outstanding and connect directly with their Claims Examiner.

When I contacted Sedgwick, they instructed me to also file a disability claim with my state. Why is this?

Some states have their own paid medical and/or family leave programs. Those states tax employees for those benefits and have their own requirements regarding how those programs are administered. As a result, employees who live in those states will need to file with the appropriate state agency for the benefits they may be entitled to from their state.

Is my state disability benefit in addition to the Gannett paid leave benefits like STD and PPL?

No. Any state benefits an employee may be eligible for will be deducted from their Gannett STD and PPL benefits.

What happens if my state benefit is greater than my STD or PPL benefit?

Employees in states where the paid benefit is higher than what the employee is eligible for from Gannett will only receive benefits from their state.

How will I be paid while I am on leave?

Employees on a paid leave will have payments continue to follow their regular pay cycle. However, Gannett's paid leave benefits (e.g. STD and PPL) cannot be paid until Gannett receives approval from Sedgwick. If documentation that Sedgwick has requested is late or incomplete it could delay an employee's pay causing them to receive reduced or no payment that pay period.

If I am approved for benefits after payroll close, when will I see that payment?

You will see any owed leave payments by the next pay period or as soon as admiratively possible.

I filed a claim with Sedgwick, but I haven't gotten paid. Why not?

Here are a few reasons why an employee may not have received pay even though they filed a claim:

- If the employee is eligible for PTO- was PTO entered into Dayforce for the waiting period and/or for the supplemental pay period (e.g. 2 days per week for a max of six weeks)?

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- Is the employee eligible for state benefits that may be higher than what they would be eligible to receive from Gannett?
- Did benefit and other deductions reduce the Net Pay?
- When Sedgwick receives documentation, they have 48 business hours to review the documentation to determine if it is sufficient or if additional information will be required. Sedgwick provides a file to Gannett on Thursdays with approval information. If the file was received after the employee's applicable payroll close date, the employee will not receive pay for that payroll. Any owed funds should be provided in the employee's next pay cycle.
 - The illustration below provides an example of when completed documentation is needed to make any updates on the Sedgwick Thursday file for the next applicable pay cycle.

Key:

- Sedgwick must have completed paperwork 
- Sedgwick sends the final biweekly file to Gannett 
- Gannett pay date employee should see disability pay if all completed information is returned 

Example

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

This example applies to both weekly and biweekly paid employees. Using this example, weekly paid employees who return their completed documentation by the 2nd should see disability pay reflected on the 13th.

Am I able to receive an off-cycle check if my approval comes in after payroll close?

No. Unless there is an administrative error by Sedgwick or Gannett, off- cycle checks will not be issued.

How can I calculate what I should receive for the Gannett STD benefit?

- Biweekly paid employees (Yearly Salary/52)*.60*2
- Weekly paid employees (Yearly Salary/52)*.60

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- (Hourly rate*normal hours work)*.60
- If commission eligible (last 12 months of commissions prior to leave + annual salary/52)*.60
- If eligible for state benefits, log onto mySedgwick.com/gannett in the Benefits section to view expected award amount. Prior to filing claim, employee can visit their state website for more information.

I need to talk to my Case Manager at Sedgwick. I left a message, but no one has called me back.

Employees can send an email directly to their Sedgwick Case Manager through their account at mysedgwick.com/gannett. The phone number will connect employees to a call center where the request is entered into the system and sent to the Case Manager. Messages from the mySedgwick.com/gannett account goes directly to the Case Manager.

When should an employee notify their manager of their impending leave?

- An employee should update their manager at least 30 days before the need for the leave is known or as soon as reasonably possible.
- Employees are not required to discuss medical details with manager.

When should an employee notify Sedgwick and the state, if applicable, of an impending leave?

- Employees should file a disability claim with Sedgwick and/or the state no sooner than four weeks before the start of the known leave or as soon as reasonably possible once the leave starts.
- Family members can file a claim on an employee's behalf.

How does an employee file a claim with Sedgwick?

- Mysedgwick.com/Gannett or
- 855.442.4236>Option 2

What kind of information should an employee expect to receive?

Sedgwick and/or the state, if applicable, will send information for the employee and the employee's provider(s) to complete and submit. It will be the employee's responsibility to ensure the initial information and any subsequent requests are returned to Sedgwick and the state by the due date. Failure to provide the information requested may impact the timeliness of a disability approval and/or payment.

What should I do when I'm ready to return to work?

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A release to return to work note from your health care provider will be required for you to be able to return to work. Please be sure to provide a copy to Sedgwick at least two days before your expected return date. A copy of the note will need to be emailed to HR4U (support@hr4u-gannett.zendesk.com) on your first day back. Without confirmation of this clearance, you will not be able to resume work. If the employee is released with restrictions, this information will need to be provided to Gannett and Sedgwick prior to the employee returning to work and the employee will not be able to return until it has been determined if the accommodations can be made.

What happens if my claim is denied for STD benefits?

Sedgwick will send the employee information regarding why the claim was denied and what needs to be provided to them in order for them to re-evaluate the claim for benefits. Without approval from Sedgwick, the employee will not receive STD benefits. If the employee does not get approved for FMLA, state disability or family leave it is the employee may be considered on an unapproved leave of absence. In these instances, the employee will receive notification from Gannett that they will need to provide documentation to Sedgwick to support their leave or their employment may be terminated.

What if I'm not able to return to work after 26 weeks of STD?

If it appears that the employee may not be able to return to work before STD ends, the claim will be evaluated for Long-Term Disability (LTD) benefits.

What happens if I'm injured at work?

Employees who have a work-related accident, illness or injury need to make sure they get treatment as soon as possible. They also need to make sure that they notify their managers within 24 hours of the incident. Managers will then report the claim to Gallagher Basset, Gannett's Workers' Compensation carrier. More information on Workers' Compensation can be found on [MyLife@Gannett>Benefits>Time Off>Workers' Compensation](#).

What is LTD?

LTD is an income replacement program for employees who are not able to return to work after being on STD for 26 weeks. LTD provides an income replacement benefit of 50% of an employee's wages to \$10,000 per month. Employees can also elect to increase that to 60% to a maximum of \$15,000 a month as a new hire, during Open Enrollment or certain Qualified Life Events (QLE).

What if I'm expected to return to work shortly after 26 weeks?

Regardless of if an employee is expected to return to work shortly after STD ends or not, the STD income replacement program ends at 26 weeks. This means that in order for the employee to be considered to receive any income replacement after that time will be with the LTD benefit.

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How do I enroll in LTD?

All employees who are regularly scheduled 30+ hours a week are automatically enrolled in the 50% LTD benefit. Employees can elect the additional 10% when they are newly benefit eligible, during the annual Open Enrollment period and as the result of certain QLEs.

Does Sedgwick administer LTD for Gannett?

No. MetLife is the LTD administrator for Gannett.

How do I apply for LTD?

If an employee on STD looks like they will not be able to return to work Sedgwick will coordinate with MetLife to start to transition the claim from STD to LTD. This usually happens when the employee has been out of work for about 18 weeks and there is no return-to-work timeframe, or the expected return to work is after STD ends.

Will I have to provide additional information to MetLife for LTD benefits?

Yes. Sedgwick will provide documentation to MetLife. However, MetLife will contact the employee to obtain updated information such as new authorization forms, updated medical, etc.

How am I paid while I'm on LTD?

Employees approved for LTD benefits will no longer receive pay directly from Gannett. Employee's will receive monthly checks directly from MetLife.

What happens to my Gannett benefits once I am on LTD?

When an employee transitions from STD to LTD, their eligibility to participate in the Gannett sponsored benefits will end. This means that if an employee becomes eligible for LTD on the 15th of the month, their benefits will continue through the end of that month. Employee will be eligible to continue benefits through COBRA. The Gannett Benefits Center, by Fidelity will send information to the employee with forms and information on how to continue benefits for themselves and their dependents through COBRA.

What happens if I can return to work after LTD starts?

A release to return to work note from your health care provider will be required for you to be able to return to work. Please be sure to provide a copy to MetLife at least two days before your expected return date. A copy of the note will need to be emailed to HR4U (support@hr4u-gannett.zendesk.com) on your first day back. Without confirmation of this clearance, you will not be able to resume work. If the employee is released with restrictions, this information will need to be provided to Gannett and MetLife prior to the employee returning to work and the employee will not be able to return until it has been determined if the accommodations can be made.

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Employees who return to work within 30 days of their LTD start date will have the benefits they were enrolled in at the start of their LTD eligibility resume. Employees will be responsible for any owed premium amounts which will be deducted from their pay. Employees who return to work after 30 days of their LTD start date will be benefit eligible the first of the month following their return and will be able to enroll in benefits.

Does LTD have a pre-existing condition clause?

Yes. There are some cases where an employee’s claim may be subject to a pre-existing condition provision. The LTD [certificate](#) for employees who are covered under the standard Gannett LTD plan can be found on [MyLife@Gannett>Benefits>Forms and Resources](#)> under Leaves & Disability. Employees covered by a Collective Bargaining Agreement can send an email to Gannettloa.com@gannett.com to request their certificate.

Is Evidence of Insurability (EOI) required for LTD coverage?

In some cases, EOI will be required for LTD coverage. The LTD [certificate](#) for employees who are covered under the standard Gannett LTD plan can be found on [MyLife@Gannett>Benefits>Forms and Resources](#)> under Leaves & Disability. Employees covered by a Collective Bargaining Agreement can send an email to Gannettloa.com@gannett.com to request their certificate.

What if I need to take time off to care for a family member, to bond with a newborn or newly placed child or for other personal reasons?

There are a variety of leaves available to employees. Employees may be able to apply for time of under the Family and Medical Leave Act (FMLA), Gannett Paid Parental Leave (PPL) a Personal Leave of Absence (PLOA), or under some state family leave programs.

Who is eligible to take time off under these types of leaves and what is the benefit?

| | FMLA (Family and Medical Leave Act) |
|------------------------------|--|
| Eligibility | Employees who have worked for Gannett for 1 year <u>and</u> worked 1,250 hours in the past 12 months |
| Reason | Available for employee’s own medical condition, family leave reasons, and some military family reasons |
| Benefit | Unpaid job protection for 12 weeks in a rolling 12-month period |
| Important Information | Runs concurrently with other leaves (e.g. STD, WC, PPL, PFL) |

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| | |
|------------------------------|---|
| | Managed by Sedgwick |
| | Gannett Paid Parental Leave (PPL) |
| Eligibility | Employees who are regularly scheduled to work 30+ hours a week. |
| Reason | Available for employees who want to take off for the purpose of bonding with a newborn or newly placed child. |
| Benefit | Pays 100% of employee's income for six weeks |
| Important Information | Runs concurrently with other paid and unpaid family leaves (e.g. FMLA, paid state leaves) |
| | Managed by Sedgwick |

Where can I find more information on these leaves?

Information on leaves of absence can be found on [MyLife@Gannett>Benefits>Life Events>Disability and Leaves](#). Information on the FMLA can also be found on [dol.gov](#).

What is Paid Parental Leave?

Paid Parental Leave (PPL) is a leave that new parents can take for the purposes of bonding with a newborn or newly placed child.

Is PPL a job protected leave?

No. However, PPL may run concurrently with other leaves that have job protection, such as leave under the Family and Medical Leave Act.

Who is eligible for PPL?

Employees who are regularly scheduled 30+ hours a week become eligible the first the month following their date of hire.

What is the PPL benefit?

If approved, eligible employees may receive 100% of their base pay, plus commission if applicable, as their income replacement for a maximum of six weeks.

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Can PPL be taken intermittently?

PPL can only be taken in one-week blocks. The one-week blocks do not have to be consecutive.

What happens if I use less than one week of PPL?

Employees who use less than one week of PPL at a time will need to be compensated using either MTO/PTO or floating holidays.

When does PPL need to be taken?

Employees who want to take time off under the PPL benefit must use the time within 12 months of the birth of placement of their new child.

Will I be able to receive PPL benefits the first day I go out of work?

Yes, PPL begins on the first day of leave. There is no waiting period.

Is PPL the same as STD?

No. PPL is for the purposes of bonding with a newborn or newly placed child. STD is for employees who need to take time off due to their own medical condition.

Can I take PPL to care for a family member?

No. PPL is only for the purposes of bonding with a newborn or newly placed child within the first 12 months of the birth or placement of that child. Other leaves, like FMLA or a Personal Leave of Absence may be available for other family leave needs.

What is a Personal Leave of Absence (PLOA)?

An employee who is not eligible to take time off under the other leaves mentioned, may be able to take a PLOA. Employees interested in learning if this is an option for them should speak with their manager and HRBP.

FMLA

The Family and Medical Leave Act (FMLA) enables employees to take unpaid job protected time away from work to care for their own or a qualified family member's serious health condition or to bond with a newborn or newly placed child.

Does FMLA run concurrently with any Gannett leaves?

Yes. FMLA runs concurrently with the Gannett STD and PPL benefits, Workers' Compensation, and state disability and family leaves.

Who is eligible for time off under the FMLA?

Employees have been employed by the Company for at least 12 months (not necessarily consecutive) and have worked at least 1,250 hours during the 12 months immediately prior to the family and medical leave of absence are eligible for FMLA.

Where can I find more information about FMLA?

Information can be found on MyLife@Gannett>[Benefits](#)>[Life Events](#)>[Disability and Leaves](#) or on the dol.gov site. The information provided in this document represents benefits for employees eligible for standard Gannett benefit plans. Employees covered by a Collective Bargaining Agreement or a Joint Operating Agreement your benefits may vary. This document is a tool to answer general questions. Detailed information is contained in the Summary Plan Descriptions and Summary of Material Modifications or the Plan Document, which govern the Plan's operation and in all cases are the final authority. Whenever an interpretation of eligibility or a plan benefit is necessary, the actual plan documents will be used.

Can FMLA be taken intermittently?

In most circumstances FMLA can be taken in blocks of time or intermittently, depending on the need for the leave. Employees who may need to take time off intermittently due to their own medical condition or to care for a qualified family member can contact Sedgwick to start a claim.

FMLA cannot be taken intermittently for the purposes of bonding with a newborn or a newly placed child. FMLA for this purpose must be taken in one block of time.

How do I file a claim for PPL, FMLA, or PLOA?

Employees file an FMLA, PPL or PLOA leave by contacting Sedgwick. If you will be filing a STD claim prior to taking additional leave, you can notify Sedgwick of that when you file your initial STD claim. Sedgwick will send a request for supporting documentation in most cases, unless the FMLA is running concurrently with STD.

- [Mysedgwick.com/Gannett](https://mysedgwick.com/Gannett) or 855.442.4236>Option 2

How am I paid while on leave?

- If you are on a paid leave, you will continue to receive payments from Gannett following your regular pay cycle with your regular deductions.
- Some state leaves will be paid to you directly by the state or MetLife. In these instances, the amount you receive from Gannett will be offset by what you receive from the state.
- If you are on an unpaid leave, you will not receive pay from the company.

What happens to my company sponsored benefits while on leave?

- If you are receiving pay from the company, your regular deductions will continue
- If you do not receive enough pay from the company or are unpaid during your leave, you will remain responsible for your portion of your benefit premiums. Depending on the type of leave you will either be contacted by Fidelity, Gannett's benefit administrator, to make payments for continuation of your benefits or adjustments will be made to your pay upon your return to work until missed deductions are caught up. Failure to do so could result in benefits being retroactively cancelled.

How do I add a new dependent to my Gannett benefits?

- If you are covered under a Gannett sponsored medical plan and the reason for your leave is due to the birth or placement of a child, you will have 31 days from the date of birth or placement of the child to get them added to your benefits. You can do this by calling 855.442.4236>Option 1 or by visiting gannettbenefits.com.

How do I apply for accommodations under the ADA?

If you need a workplace accommodation, you can contact Sedgwick at mysedgwick.com/Gannett or 855.442.4236>Option 2. If you are on a medical leave of absence, an ADA claim may run concurrently with your STD leave

Is ADA job protection?

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No. The purpose of accommodations under the ADA are to help employees be able to perform the essential functions of their job and is not considered a job protected leave of absence

What is the interactive process?

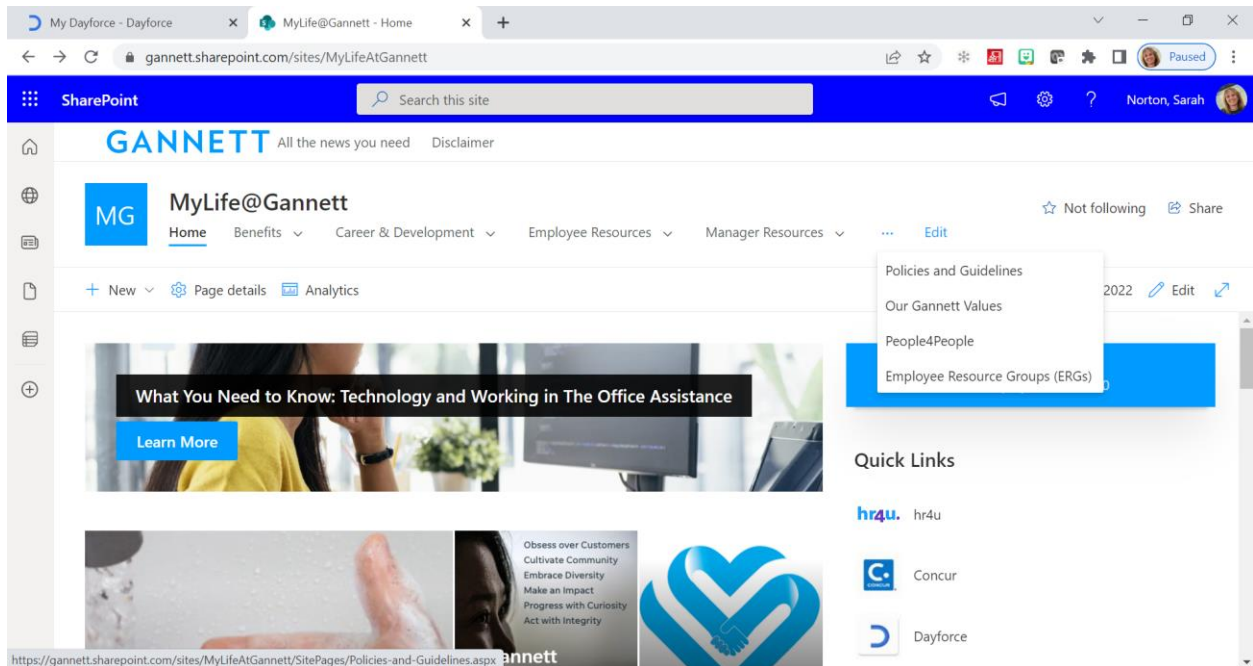
Once it is established that your request falls under the ADA, and you and your providers have submitted information to Sedgwick to support your request, Sedgwick will reach out to your manager to review. While medical information is not shared with your manager, information pertaining to the accommodation is reviewed. The manager will have the opportunity to evaluate if the request can be accommodated and for how long. If the accommodation cannot be met, the manager may suggest an alternative accommodation which will be presented to the provider. This process will continue until it is determined if an accommodation can be made or not.

How do I know if my state has disability, family leave or paid family leave programs?

There are a few ways an employee can tell if they have a state disability or leave program.

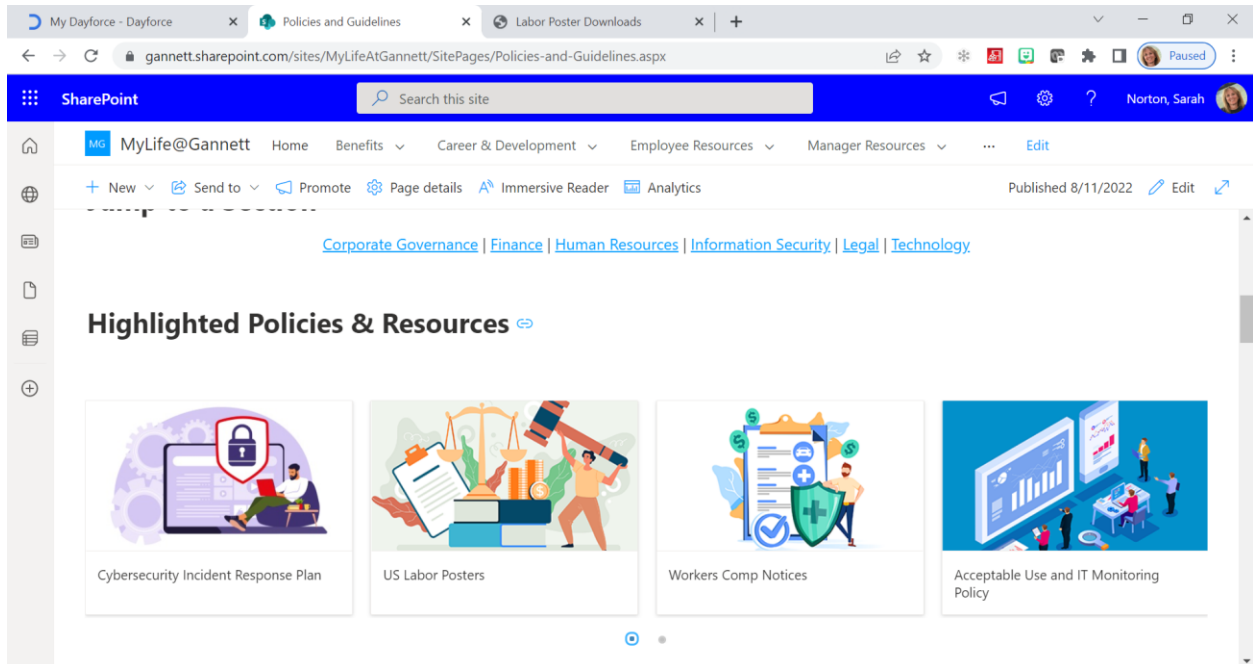
1. Visit [National Conference of State Legislatures](#) site
2. Visit MyLife@Gannett

MyLife@Gannett click the three dots (...) in the menu and choose Policies and Guidelines

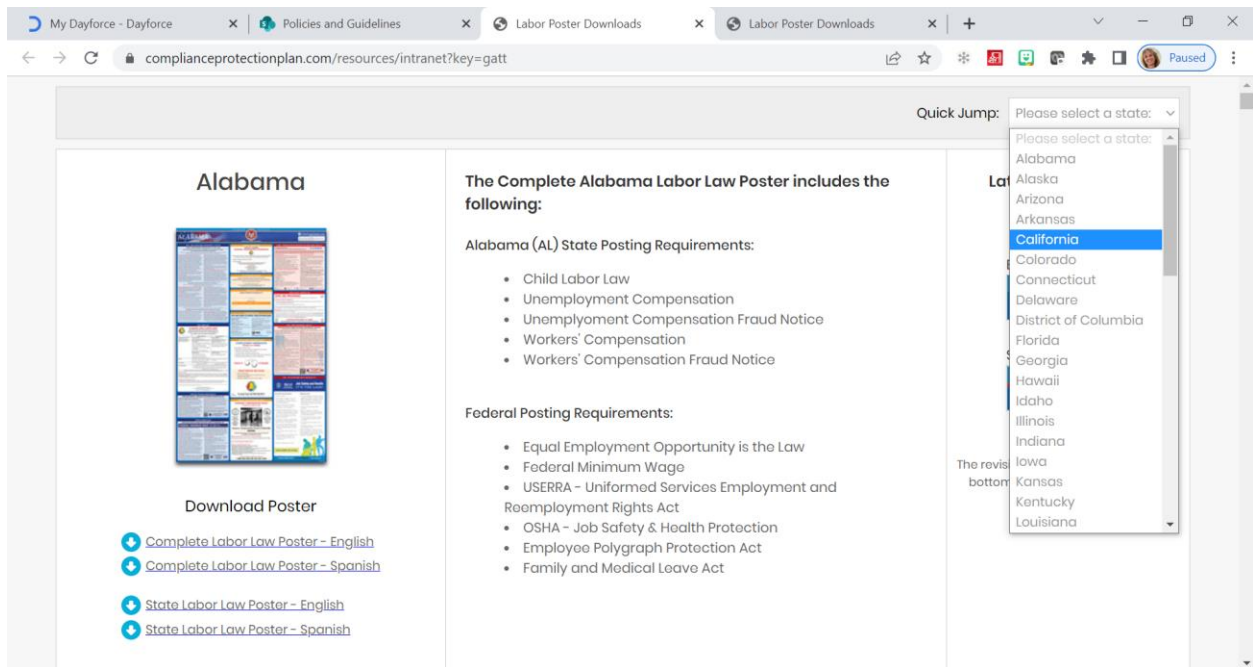


Scroll down to Highlighted Policies & Resources and click US Labor Posters

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Use the Quick Jump box on the right to go to your state



Click the link for the complete labor law poster

3. Check your state website

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4. Check your pay stub for state taxes or deductions pertaining to state leaves
5. Contact Sedgwick at 855.442.4236>Option 2

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