

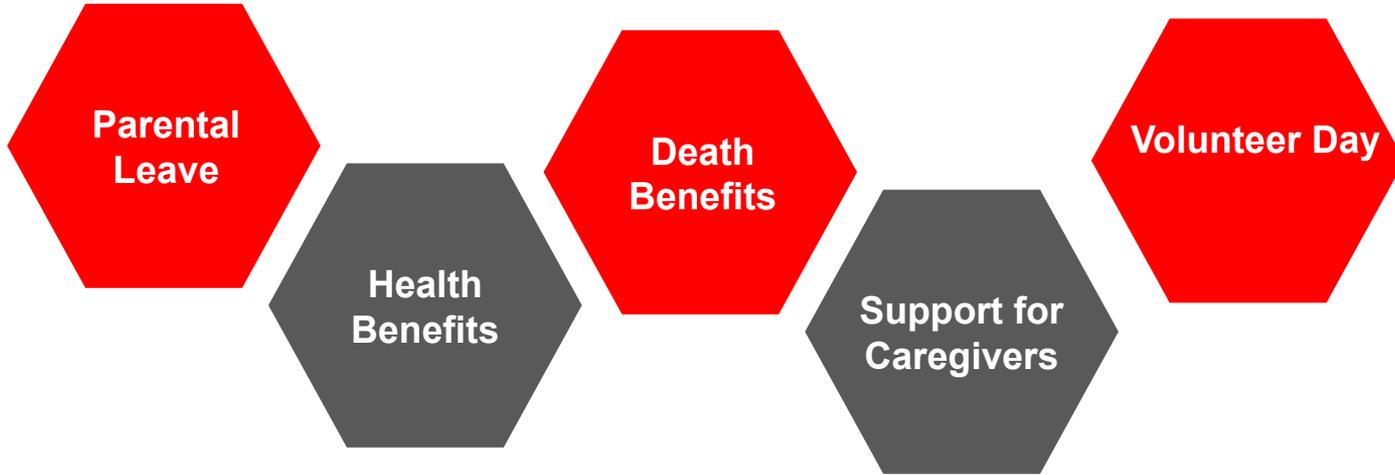
Caregiver Leave Overview & FAQs

Veolia Cares

What is Veolia Cares?

“A common base level of protection at certain key life moments, including in those countries where nothing is required by law.”

Estelle Brachlianoff



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Purpose of Caregiver Leave Policy

- In order to assist employees with family caregiving responsibilities, Veolia has established Caregiver Leave Policy to provide up to 12 weeks of unpaid leave within any 12-month rolling period to eligible employees for family caregiving purposes
- A serious health condition definition is aligned with FMLA (see appendix for definition)
- This policy provides unpaid leave for certain relationships not covered by FMLA
- Unlike FMLA, employees are eligible for Caregiver Leave policy as of day 1 of employment

Who is eligible?

Veolia Cares - Caregiver Leave Policy

Who is eligible for Caregiver Leave?

- This policy applies in its entirety to all U.S. employees (except temporary or staffing contract employees) and US locations of Veolia North America (“VNA,” “Veolia,” or “Company”), including Puerto Rico and the U.S. Virgin Islands
- Including those under a Collective Bargaining Agreement (CBA)

Qualified Family Members

Veolia Cares - Caregiver Leave Policy

Qualified Family Members

- **Qualified Family Members (QFM) include:**
 - Spouse or domestic partner, son or daughter, parent (including in-law), sibling, grandparent, grandchild
- **The difference between Family Medical Leave Act (FMLA) and Caregivers QFM:**

Covered relationship(s)	FMLA	Caregiver Leave
Children*	Yes	Yes
Parent(s)**	Yes	Yes
Spouse	Yes	Yes
Domestic partner	No	Yes
Parent-in-law	No	Yes
Grandparent(s)	No	Yes
Brother(s) (Including Step)	No	Yes
Sister(s) (Including Step)	No	Yes

* biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis as defined under FMLA

** biological, adoptive, step or foster parent, or any other individual who stood in loco parentis as defined under FMLA

Effective date, duration of time and how to file a claim

Veolia Cares - Caregiver Leave Policy

Effective Date

- Caregiver Leave is available to employees starting 6/1/2024
- It is available day 1 of employment

Duration of Time

Caregiver Leave Policy provides up to 12 weeks of unpaid leave within any 12-month rolling period to eligible employees for family caregiving purposes

- This leave may be taken continuously or intermittently
- If the employees take the leave intermittently, they can take it in day/hours increments
 - The employee must report the time to Lincoln Financial and to their manager

How to file a claim

- Employees must notify their manager as soon as possible that they will be taking this leave.
 - While individual situations vary, it is generally recommended to file your claim with Lincoln Financial **30 days in advance** of your expected leave, as well as to inform your manager for transition planning.
- **Contact Lincoln Financial**
 - Call (844)- 247-4446 or
 - Submit the leave claim online at www.MyLincolnPortal.com
 - If they have not registered online before, they will need to register as a new user. Our company code is: **VEOLIA**
- For intermittent leave, employees must report the time to Lincoln Financial. (Failure to do so could result in disciplinary action determined by your HRBP.)
- Documentation is required (Example: Certification of Health Care Provider for Family Member's Serious Health Condition - provided by Lincoln Financial and medical records provided by your Qualified Family Member's (QFM) physician)

Roles and Responsibilities

Veolia Cares - Caregiver Leave Policy

Roles & Responsibilities

Task	Employee	Manager	HRBP	LOA Specialist	HR Operations Specialist
Notify Lincoln for Leave*	Y				
Submit Required Document to Lincoln for approval*	Y				
Lincoln notifies Veolia of leave approval				Y	Y
Update employment status to Leave in HRIS (if on continuous leave)					Y
Notify Timekeepers to update Timesheet to Caregiver Unpaid Leave code				Y	
Notify LOA Specialist to use Supplemental Pay (Sick time, Floating holiday, vacation accrual)	Y	Y	Y		
Notify HRSSC / Lincoln on Return to work date*	Y	Y	Y		

Frequently Asked Questions

Veolia Cares - Caregiver Leave Policy

Frequently Asked Questions

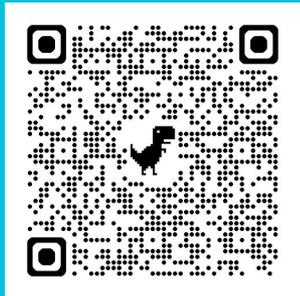
- **How does this differ from FMLA?**
 - Caregiver Leave provides unpaid leave for certain relationships not covered by FMLA or when an employee does not have eligibility for FMLA leave, but still needs to take time off to take care of an eligible family member
- **Can employees use sick time or vacation time for the leave?**
 - Employees may, but are not required to, use any available accrued paid time off (e.g., Vacation, Float or Paid Safe and Sick Leave) to receive pay during otherwise unpaid Caregiver Leave, in accordance with the terms of the paid time off policies
 - Flexible Time Off (FTO) cannot be used during Caregiver Leave
- **Does this policy provide job protection if the employee is not FMLA eligible or they are taking leave for a family member not defined under FMLA?**
 - Yes, this policy provides job protection – similar to 12 weeks for FMLA leave – if the employee is not FMLA eligible or taking leave for a family member not defined as FMLA eligible

Frequently Asked Questions

- **As a manager, what actions do I need to take if my employees need to go out on leave?**
 - **Employee facing actions:**
 - Once a manager is notified by the employee that they need to go out on leave, the manager will provide the employee with information on Lincoln and provide guidance on submitting a claim to begin the process
 - Keep in contact with employees through leave to keep updated on status and possible return to work time frame
 - **Operational actions:**
 - For Exempt employees: If possible, please notify Payroll SSC in advance to stop the employees pay so they don't get overpaid
 - For Intermittent leave: You will need to notify Payroll SSC so employees don't receive pay for the day
 - For Continuous leave: You will need to notify Payroll SSC to update employment status to "Leave" so it will stop the employees pay

Thank you for listening!

For more information, scan QR code or visit YourVeoliaBenefits.com > Life/LOA/Disability > FMLA and Other Leaves > [Caregiver Leave Policy](#)



Serious Health Condition definition

- An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition
- Other conditions may meet the definition of continuing treatment. For purposes of this Policy, the term "Serious Health Condition" is defined consistent with the terms of the federal Family and Medical Leave Act