

Military Leave Checklist For Employee & Supervisor

Employee's Role

Before the leave begins:

- You should inform your supervisor of the need for a military leave and contact Sedgwick to initiate your military leave via Phone: 1-855-811-5701 or web: www.mySedgwick.com/BSCI as soon as practicable to open your leave and provide: (1) years of military service, (2) military pay grade, (3) dates of leave.
- You can return your military orders via three methods: Upload: www.mySedgwick.com/BSCI, Email: claimdocuments@sedgwick.com or Fax: 855-800-5116.
- Review the Military section in the Employee's LOA Guide and the [Military Policy](#) for important information.
- When reporting your leave to Sedgwick, be sure to give them a personal email address for contacting you while on leave.
 - Sedgwick will ask you to clarify your standard BSC working days and hours. Typically, you would report an 8-5, 5-day, 40-hour week with one-hour daily lunch period. You will need to know your last official working day and the first official working day you return to work.
- If you have an upcoming Military Leave the Boston Scientific ERG Team can help. They can also provide resources and mentorship programs. Please contact them at vets@bsci.com with any questions.
- If your military leave is cancelled after it has been reported to Sedgwick this could result in an underpayment to your biweekly paycheck. Please contact the HR Service Center and Sedgwick to update your leave status ASAP.

During the leave:

- How will my Benefits be affected?
 - For the first 30 days, your benefits coverage continues through regular payroll deductions.
 - If you are on leave for more than 30 days, you will be offered COBRA to continue your health care coverage. ***Please see the Benefits Appendix on page 3 for coverage details.***
 - If you are covered under both TRICARE and the BSC Medical Plan, you must submit a TRICARE Other Health Insurance (OHI) Questionnaire (www.tricare.mil/forms) to ensure claims are not delayed or denied. TRICARE will be the primary payer for the deployed employee; however, the Boston Scientific plan will be the primary payer for all other beneficiaries.
- How will my Pay be affected?
 - If you are scheduled to be on leave for 30 days or less, you will receive differential pay for up to 10 days each federal fiscal year.
 - If you are scheduled to be on leave for more than 30 days, you will receive full pay for the first 30 days, followed by 23 additional months of differential pay. Any additional time beyond 24 months will be unpaid. You should use Sedgwick's portal: www.mySedgwick.com/BSC to report your RTW date as this will ensure the date is automatically entered and there is no payroll disruption.
 - For leaves less than 30 days, Sedgwick will automatically update Return to Work based on the supporting documentation you submit and confirm with your manager.
- For leaves over 30 days, report your Return to Work date to Sedgwick as timely as possible prior to your return to ensure that there is no payroll disruption. When confirming your Return to Work date with Sedgwick, provide a copy of your DD214, if available, or a copy of your orders which provides any modifications to your return date. These can be sent to Sedgwick via three ways: Website: www.mySedgwick.com/BSCI, Email: claimdocuments@sedgwick.com or Fax: 855-800-5116.

Return to work (RTW):

- Benefits: For leaves over 30 days, returning from a Military Leave is a qualified life event, call the HR Service Center at 800-570-4455 to re-enroll in benefits within 31 days of your Return to Work date
- Pay: Once you notify Sedgwick and your manager of your Return to Work, you should receive your first regular paycheck within one to two payroll cycles following your return. Review your first regular paycheck to ensure that all appropriate deductions are being taken.
- Training: Work with your manager to ensure that all proper training is assigned.
- If you need assistance in transitioning your return to work, the Boston Scientific ERG Team can help. Please contact them at vets@bsci.com with any questions.

Supervisor's Role

For additional resources applicable to all leaves, review the Supervisor's Checklist on <https://secure.bscbenefitsconnect.com/us/leave-absence.html>

Before the leave begins:

- Ensure that all vacation time has been entered in Kronos
- For Non-exempt employees: update Kronos with any pre-deployment vacation time off
- For Exempt employees: update Kronos with vacation time taken
- Once Sedgwick approves the leave, they will send you an email with the approved military leave dates.
 - For Non-exempt employees: enter Excused Unpaid Leave into Kronos
 - For Exempt employees: you do not need to enter this time into Kronos. Pay is determined by reporting from Sedgwick to the HR Service Center.
- [Click here](#) to review the Kronos LOA Guide for all leave types. Consult your Kronos administrator with any time tracking questions at the kronosQ&A@bsci.com
- It is important that you and employee work together to ensure Sedgwick receives documentation in a timely manner to avoid any underpayments or overpayments.

During the leave:

- Contact Learning@bsci.com to remove any training assignments while employee is on leave
- For Exempt employees: A PAF needs to be completed and submitted to HR Service Center for any vacation time the employee wishes to be paid.
- For Non-Exempt employees: Kronos needs to be updated with the dates the employee wishes to be paid vacation time.
- Questions about an employee's Military Leave should be addressed with Sedgwick claims manager included on the email communications.
- Questions about an employee's pay or BSC benefits should be addressed with the BSC HR Service Center at (877)-570-4455.

Prior to Return to work (RTW):

- Send an email to Global Security (<mailto:globalsecurity@bsci.com>) to have the employee's badge and building access reactivated for their first day
- Open a remedy ticket with IT to have system access reactivated for their first day
- Ensure that the employee has a workspace available
- Communicate to affected stakeholders that employee will be returning

Important Contacts and Resources

- [VETS ERG](#) (myBSC > Other Resources > Diversity & Inclusion > VETS) and vets@bsci.com
- [BenefitsConnect](https://secure.bscbenefitsconnect.com/us/index.html) <https://secure.bscbenefitsconnect.com/us/index.html>
- [Policy Central](#) (myBSC > Other Resources)
- Sedgwick - 1-855-811-5701
- HR Service Center (Benefits & Payroll) – 800-570-4455 and Email: hrconnectusbenefits@bsci.com
- IT Service Center - 888-455-4357
- Chard Snyder (COBRA) - 800-982-7715 and Email: COBRA@Chard-Snyder.com
- MyQHealth: 855-649-3857
- Employer Support of the Guard and Reserve (ESGR) – 800-336-4590

Benefit Appendix

Benefits Coverage for Military Leaves

Greater Than 31 days

Benefit Plan	How Military leave affects your benefits:
<p>Medical, Dental, Vision</p> <p><i>The Military offers medical insurance through Tricare Reserve Select. This may be a more cost-effective option than COBRA. You can contact TRICARE Customer Service for information at 1-800-444-5445.</i></p>	<p>Your coverage continues during the first 30 days of your leave through your regular pre-tax payroll contributions. Following this 30-day period you, and any covered dependents will receive notification of your right to continue coverage under COBRA. If you make an election within 60 days of this notice, your participation in these plans may continue for the balance of 24 months on an after-tax basis.</p> <p>A COBRA benefits package will be mailed to you. Please contact Chard Snyder directly if you would like election form emailed. Upon initial payment, coverage will be reinstated with carriers. If you have questions about COBRA or the premium you can contact Chard Snyder at 1-800-982-7715.</p>
Health Care Flexible Spending Account (FSA)	Your participation and contributions may continue during the first 30 days of your leave through your regular pre-tax payroll contributions. Participation may continue for the balance of the current plan year on an after-tax basis, to the extent provided by USERRA, if COBRA election is made within 60 days of notice.
Dependent Daycare FSA	<p>Your participation and contributions may continue during the first 30 days of your leave through your regular pre-tax payroll contributions. Beginning on the 31st day of military leave, your participation and contributions will be suspended.</p> <p>When you return from leave, you will need to elect a new biweekly Dependent Daycare FSA contribution amount. You can contact the HR Service Center at 1-800-570-4455 to calculate the new contribution amount required if you wish to meet your original maximum election.</p> <p>You have until May 31st of the next year to submit claims for services you received before you became ineligible. Email the FSA Administrator Chard Snyder at askpenny@chard-snyder.com or call them at 800-982-7715.</p>
Health Savings Account (HSA)	<p>Your participation and contributions may continue during the first 30 days of your leave through your regular pre-tax payroll contributions. Beginning on the 31st day of military leave, your participation and contributions will be suspended.</p> <p>When you return from leave, you will need to elect a new biweekly HSA contribution amount. You can contact the HR Service Center at 1-800-570-4455 to calculate the new contribution amount required if you wish to meet your original maximum election.</p>
Basic Group Life and Voluntary Term Life Insurance	<p>If you are on a paid military leave either a short-term military leave up to 30 days or a long-term military leave (30+ days) receiving differential pay, your Basic and Voluntary Life plans will remain active and BSC will continue to deduct the voluntary life premium from your paycheck for up to 24 months.</p> <p>If you do not return to BSC after 24 months of military service, MetLife will mail you information on the conversion and portability options. If you do not receive your package or have questions, please contact MetLife at:</p> <p>Conversion: 1-877-275-6387 / Portability: 1-888-252-3607</p>

Benefits Coverage for Military Leaves

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Benefit Plan	How Military leave affects your benefits:
Accidental Death and Dismemberment Insurance and Voluntary AD&D Insurance	Coverage continues during the first 30 days of military service. After 30 days coverage ends. The AD&D insurance plan does not have a portability option available.
Business Travel Accident Insurance	Your coverage is suspended until your return to work.
Short-Term Disability	Your coverage is suspended until your return to work.
Long-Term Disability	Your coverage is suspended until your return to work.
Boston Scientific 401(k) Retirement Savings Plan	<p>Your employee contributions, employer matching contributions and loan deductions will continue if you are receiving pay from Boston Scientific.</p> <p>When you are no longer receiving pay from Boston Scientific, any employee and employer contributions are suspended. Loan repayments may continue by certified check payable to Vanguard Fiduciary Trust Company or be suspended until end of leave. Upon return to active status, you may repay any missed contributions during a period of 3 times the period of military leave, but generally no longer than 5 years. Matching contributions will be applied to any repaid employee contributions. Upon return to active employee status the outstanding loan balance will be amortized. If you do not return to work, the loan must be paid off within 90 days of termination or otherwise deemed taxable distribution.</p>
Boston Scientific Global Employee Stock Ownership Plan (GESOP)	<p>Your participation and contributions continue if you are receiving pay from Boston Scientific.</p> <p>When you are no longer receiving pay from Boston Scientific, contributions are suspended until you return to work. You may stop contributions for the remainder of the current offering period. Deductions made during the current offering period are refunded without interest. Refund will be issued as soon as administratively practicable after the close of the current offering period.</p>
<u>Voluntary Benefits</u> Auto/Home Insurance Pet Insurance Long Term Care Insurance Identity Theft Legal Plan	Your coverage continues during the first 30 days of your leave through your regular pre-tax payroll contributions. Following this 30-day period the vendor will bill you directly.
Critical Illness Insurance Accident Insurance	Your coverage ends after 30 days on Military leave.