

Understanding Leaves of Absence

Circumstances of life sometimes require time away from work. Boston Scientific's policies and programs allow different types of leaves to help meet a variety of needs for employees, their families and the company.

This guide highlights different leaves and the responsibilities associated with processing requests for leaves of absence. Leave of absence options and benefits include:

- Disability Program (Short-Term and Long-Term)
- Family and Medical Leave Act (FMLA) Leave
- Paid Family Leave benefits, including Maternity and Bonding Leaves
- Military Leave Benefits
- Sabbatical Leave
- Unpaid Personal Leave

For additional information, please refer to the checklists and Summary Plan Description (SPD) under **myResources** on **BenefitsConnect**. You can view BSC policies and procedures under the Time-off section of **Policy Central**.



BSC's Leave of Absence Partners

- **Sedgwick**—When you need to have an absence from work for five or more consecutive calendar days, Sedgwick will administer, track and coordinate your leave. You can access your claim information 24/7 at www.mySedgwick.com/BSCI or by calling Sedgwick at **1-855-811-5701**. If you have any questions, representatives are available Monday through Friday from 7 a.m. to 8:30 p.m. (Central time).
- **The Hartford**—If you're unable to return to work after being on Short-Term Disability (STD) Leave for 26 weeks, Sedgwick will transition your leave to The Hartford. The Hartford will contact you directly if they need additional documentation to approve your Long-Term Disability (LTD) Leave.

Ready to take a leave?

Communicate with your supervisor, initiate your leave with Sedgwick and review the [Employee Leave Checklist](#).

Time Off for Medical Needs

BSC provides you with Short- and Long-Term Disability benefits that protect you financially if you are sick or injured for an extended period of time.

Disability Program

Short-Term Disability (STD) coverage helps protect you against loss of income if you become disabled and can't work. Boston Scientific's STD benefits provide pay to allow eligible employees scheduled to work at least 20 hours per week to take off work due to a qualifying illness or injury for up to 180 days (26 weeks) and receive all or a portion of their base pay. Your STD benefit will be determined based on the number of years of service you have accumulated with BSC as of the first day of your disability and your regular base pay as of that same date. If your state provides disability paid leave benefits, you will need to file a claim with both Sedgwick and the state to receive full pay. [See details.](#)

Long-Term Disability (LTD) coverage helps protect you against loss of income when you cannot work for an extended period because of a physical or mental disability. If you become disabled, the company provides you with a benefit equal to 60% of your monthly pay before you became disabled—up to a maximum monthly payment of \$15,000 (based on your age at the time of disability). Benefits are payable after 180 days of continuous disability and your total benefit will be subject to income taxes.

[Learn more about disability benefits.](#)



Family Leave

Whether you plan on expanding your family through birth, adoption, foster care or surrogacy, BSC recognizes that you need time off and resources to support your goal.

Family Leave and Medical Leave Act (FMLA)

FMLA is an abbreviation for the federal law, "The Family and Medical Leave Act of 1993." This law and the company's Leaves for Medical and Family Purposes policy provide eligible employees with job protection for up to 12 weeks of leave for:

- Birth, adoption or foster care placement of a child and for care of that child
- Care for a family member's serious health condition
- Care for your own serious health condition
- Time away from work due to an approved Worker's Compensation claim
- Military Family Exigency Leave
- Military Caregiver Leave



About FMLA

FMLA Leave is unpaid, but it provides you with assurance that your current job or an equivalent position will be available upon your return to work. You may use vacation pay while on FMLA Leave. Vacation time used for Family or Medical Leave purposes may be approved in hourly or longer increments.

FMLA Leave runs concurrently and integrates with other Boston Scientific leaves, such as Short-Term Disability (STD), Parental, Worker's Compensation and state leaves. Once all available paid leave has been exhausted, you may use vacation pay to cover any remaining part of FMLA or state leave benefit.

The U.S. Department of Labor website contains helpful information about [FMLA](#). Please see the [Leaves for Medical and Family Purposes Policy](#), under the Time-off section of Policy Central.

Family Leave (continued)

Expanding Your Family—Leaves and Resources

- **Maternity and Bonding Leave**

New mothers are eligible for up to six weeks of leave under Short-Term Disability Leave. If you do not meet the eligibility requirements of FMLA Leave, your Maternity Leave will still be paid by BSC through the Short-Term Disability plan. In addition to your Short-Term Disability benefits, you are also eligible for eight weeks of paid bonding leave at 100% of your base salary.

- **Paid Parental Leave**

For eligible adoptive parents, parents through surrogacy and non-birth parents (e.g., father, domestic partner), Paid Parental Leave runs concurrently with any approved FMLA Leave. Parents are eligible for eight weeks of paid leave at 100% of your base salary.

- **Adoption Leave**

Adoptive parents may receive up to **eight** weeks of paid leave for the adoption of any child under 18 who is eligible for adoption and placed in the home within the same week.

Boston Scientific offers an Adoption Reimbursement up to the current maximum amount allowed for adoption by the IRS for an “eligible adoption-related expense.”

- **Surrogacy Leave**

Parents who have a child through a surrogate may receive up to **eight** weeks of paid leave. Boston Scientific also offers financial support to employees growing their family through surrogacy. Employees can submit for \$14,000 reimbursement (taxable) for eligible surrogacy expenses.

For more information on Paid Bonding Leave, please see the Paid Parental Leave Policy under the Time-off section of [Policy Central](#). Review the [Adoption Assistance Program](#) and the [Surrogacy Assistance Program](#) for additional detail.

Family Leave (continued)

Paid Leave Time by Family Event

Family Event	Parent Covered	Paid Leave Time
Maternity	Birth mother	Up to six weeks of Short-Term Disability Leave for each delivery (i.e., per delivery even in the case of a multiple child delivery)
Adoption	Adoptive parent(s)	Up to eight weeks for any child or children placed in the home
Surrogacy	Parents who have a child through a surrogate	Up to eight weeks for each delivery (i.e., per delivery even in the case of a multiple child delivery)
Parental Bonding	Birth mother (in addition to maternity benefits) and non-birth parent (e.g., father, domestic partner)	Up to eight weeks for each delivery (i.e., per delivery even in the case of a multiple child delivery)



Concurrent Leave

Paid Parental Leave runs concurrently and integrates with other leaves with similar purposes, such as FMLA Leave, California Paid Family Leave, Massachusetts Paid Family Leave, Washington Paid Family Leave and any other leaves provided by state laws. If your state provides disability or paid family leave benefits, you will need to file a claim with both Sedgwick and the state to receive full pay. [See details.](#)

Family Leave (continued)

Support for Parents

- **MyQHealth Care Coordinators** are available to UMR members to answer any questions related to your birth, maternity or fertility coverage. You can call MyQHealth at **1-855-649-3857**, Monday through Friday from 8:30 a.m. to 10 p.m. (Eastern time) or visit the MyQHealth website.
- **Maven** provides unlimited virtual support through every stage of your journey—as you consider expanding your family, prepare for leave and adjust to your return to work. With access to over 20 specialties of women’s and family health providers, complete with a dedicated care advocate, use of Maven is confidential and free to benefits-eligible employees and partners. Visit **Maven** to sign up. If you have any questions, see the **Maven FAQs** or contact Maven at support@mavenclinic.com.

Quick Contacts

- To initiate a leave or confirm the status of a current leave with Sedgwick, call Sedgwick at **1-855-811-5701** or visit www.mySedgwick.com/BSCI.
- For help filing a disability claim or assistance in appealing a denied claim, contact MyQHealth at **1-855-649-3857** or go to bscmyqhealth.com.



Once your child arrives...

If you would like to add your newborn or adopted child to your BSC health insurance, you must enroll them within **31 days of the child’s birth date, including the date of birth**. You can enroll the child via the **BenefitsCentral** web portal (BSC login access required) or call the HR Service Center at **1-800-570-4455**.

Be sure to read the **Guide to Growing Your Family** to learn more about resources to support your parenting journey—from what things to consider, infant pediatrics and specialists to your return to work.

Depending on your personal situation, you may need a leave of absence that does not fall into any other leave categories.

Personal Leave of Absence

Boston Scientific allows eligible employees to take a personal leave of absence of three days to up to 60 consecutive, full or half-day increments, in a rolling 12-month period. Please see the [Personal Leave of Absence policy](#) under the Time-off section of [Policy Central](#) for more information.

U.S. Military Leave

Boston Scientific provides our employees, who are also members of the United States military, with paid and unpaid leave. Certain states may permit additional leave, such as for employees whose spouses are on leave from military deployment. The policy governing U.S. Military Leaves is very extensive; for complete details, see the [U.S. Military Leave 4-06 Policy](#) under the Time-off section of [Policy Central](#) and the [Military LOA Checklist](#).

Global Sabbatical

Under Boston Scientific's [Global Sabbaticals Policy](#), eligible employees can take one month to a maximum of three months off for a professional or personal enrichment. Employees become eligible to request a Sabbatical Leave after seven years of employment with Boston Scientific. For additional information regarding Sabbatical Leave, such as FAQs and the Leave Request Form, under the Time-off section of [Policy Central](#).

Intermittent Leaves and Reduced Work Schedules

In some instances, you may need to take a leave intermittently or work a reduced work schedule. All intermittent leaves and reduced work schedules must be reviewed in advance with your supervisor. To learn more, review the [Medical and Family Purposes: Policy No. 4-03](#) for intermittent and reduced work schedule information under the Time-off section of [Policy Central](#).

Returning to Work

As an employee on leave, your goal should be to return to work when you're able. There are specific steps you'll need to take to successfully make this transition. These steps include confirming your return to work with your physician, if applicable, and promptly contacting Sedgwick with the confirmation and return-to-work date. The next step is to contact your supervisor with this information.

If you are currently disabled or become disabled and are in need of a reasonable accommodation, you should contact your supervisor, People Services or Employee Relations who will assist you with evaluating reasonable accommodations that may enable you to perform the essential functions of your job.



Resources to Assist with Your Leave

There's a lot to know regarding leaves of absence, and it's all here. Along with information about the types of leaves covered in this guide, you'll find specific state-by-state programs you may also be eligible for while on leave.

BSC Time-Off Work Policies

- Be sure you are connected to the BSC network in order to access the full policies on Policy Central.
- Paid Parental Leave Policy
- Leaves for Medical and Family Purposes Policy
- Disability Accommodation Policy
- Military Leave Policy
- Sabbatical Leave Policy
- Notes for Field Sales Employees

Leave Details by State

- California
- Connecticut
- Hawaii
- Massachusetts
- New Jersey
- New York
- Oregon
- Rhode Island
- Washington D.C.
- Washington State

Supervisor's LOA Guide

Checklists

Because taking a leave of absence can be complex, we offer the following checklists to help ensure you have everything covered and provide greater peace of mind.

- [Employee Checklist](#)
- [Military Leave Checklist](#)



Want more information?

Access more [leaves of absence information](#).

Contacts

Contact	Resources Provided	Contact Information
Policy Central	Leave of absence policy and procedure information is available online on Policy Central.	Policy Central
Benefits Connect	Visit BenefitsConnect for supplementary information regarding leaves of absence.	BenefitsConnect
HR Service Center	After reviewing this guide, the Leave Checklist and the applicable policy, the HR Service Center is the best resource to discuss benefit and leave policies and procedures.	1-800-570-4455 HRConnectUSBenefits@bsci.com
Sedgwick	Sedgwick administers the leave of absence program. You should contact Sedgwick to initiate a leave and correspond with Sedgwick throughout your leave to ensure that Sedgwick has the required documentation needed to administer the leave. Sedgwick will confirm your return to work date with your supervisor.	1-855-811-5701 www.mySedgwick.com/BSCI
Hartford	Long-Term Disability (LTD) claims will be managed by The Hartford. Once your Short-Term Disability (STD) claim moves to LTD, Sedgwick will coordinate a seamless transition to The Hartford.	1-800-308-2386 https://AbilityAdvantage.TheHartford.com

Contacts (continued)

Contact	Resources Provided	Contact Information
Payroll	Sedgwick works with representatives in the Payroll department at the HR Service Center to ensure that employees are paid per BSC's policies and procedures. Should you have a question on how leave pay was calculated, contact the HR Service Center and select "payroll" from the phone menu.	1-800-570-4455 HRConnectUSPayroll@bsci.com
MyQHealth	Contact MyQHealth if you have a disability claim and require assistance obtaining medical documentation from your treating provider or to appeal a denial. They can act as a liaison between The Hartford and your doctor.	1-855-649-3857 bscmyqhealth.com

Contacts (continued)

Contact	Resources Provided	Contact Information
Maven	Maven offers maternity, fertility, adoption and surrogacy benefits by providing support for pregnancy, loss, postpartum, return to work and breast milk shipping services. Maven allows unlimited on-demand access to a network of top-rated women's and family health practitioners via video appointment and private message, as well as a personal care advocate to answer your questions.	mavenclinic.com/join/bsci2020 support@mavenclinic.com
Liberty Mutual	If you will miss work for more than five work days/seven calendar days due to an injury at work, you should contact your supervisor. Your supervisor will coordinate with the local Occupational Health and Safety Nurse to initiate a Worker's Compensation claim with Liberty Mutual. You should contact Sedgwick to open an FMLA Leave which provides job protection.	1-800-362-0000

Benefits to *Fit Your Life*
meeting you wherever you are in life.

