



COVID-19 School/Daycare Closures & Distance Learning Assistance Policy

Frequently Asked Questions

GENERAL POLICY INFORMATION

What are the options offered under the new COVID-19 School/Daycare Closures & Distance Learning Assistance policy?

The Company is offering a menu of options to assist employees who need to care for their children due to school/daycare closures and distance learning directly related to COVID-19. These options are described in further detail in the sections later in this document.

Option 1: Employees may utilize up to a specified amount of time off each week

Option 2: Employees may work with their Leader to make modifications to the hours of their existing schedules

Option 3: Employees may transfer to part time schedules

Option 4: Employees may file for a continuous personal leave of absence or use one of the applicable county/city time off ordinances.

OPTION 1: TIME OFF PROVISIONS

I would like to work a reduced schedule, meaning I need to work less than my regularly scheduled hours due to school/daycare closures or distance learning related to COVID-19. How does that work?

Full time employees are authorized to request time off up to 2 days (in full day increments) or up to 16 hours (in hourly increments) per week. Part time employees are authorized to request 1 day of time off (in full day increments) or up to 8 hours (in hourly increments) per week.

IMPORTANT NOTE – If you are an employee who works on a crew or you are a shift worker and your position does not allow for partial workdays (e.g. DCPD Security Officer, Dispatcher, etc.) you may only request time off in full day increments.

- Each Monday by close of business, you and your Leader must agree to a schedule for the following week
- Any time off under this provision will be subject to approval based on operational needs
- You may code your time as vacation, floating holiday (full day increments only) or unpaid time off with permission (pay code 2015)

Can I call in if I need to take time off on the same day?

No, these absences must be reviewed and approved in advance and are not available on the same day. If you are no longer able to work all or part of that schedule, you must code your time the same as you would for a regular missed workday.

Can I use my available sick time (or sick leave bank) instead of vacation or time off without pay?

No, sick leave is to be used for employee or family illness only and is not authorized for use under this policy. However, you may be eligible for additional paid time under a city ordinance. See option 4 for details.

Do leaders have discretion to deny time off requests of their employees?

Leaders should be supportive of employees who need time off while also balancing the needs of the operation.



COVID-19 School/Daycare Closures & Distance Learning Assistance Policy

Frequently Asked Questions

If I take time off under this policy, am I still eligible to work emergency overtime?

Employees who take time off under this policy will not be eligible for overtime upon their release from work on the regular workday preceding time off granted under this policy, and until they return to work during regular work hours on their next regular workday. The Company reserves the right to contact employees for emergency overtime in accordance with all normal collective bargaining agreement rules but ONLY after following all required provisions.

Will my benefits be impacted if I take unpaid time off with permission (pay code 2015)?

Full-time employees and part-time employees who do not exceed the applicable unpaid time off allotment authorized by the policy will retain their health and welfare benefits and associated premium payments will remain the same. For more information about how taking unpaid time off may impact vacation accrual or sick time awarded, visit the [Time Off and Accommodation](#) page on the mypgebenefits.com site.

OPTION 2: MODIFICATION TO WORK HOURS

I would still like to work full time but need a slight adjustment to my schedule to accommodate my childcare needs. What do I do?

Please discuss your request with your Leader. Adjusted schedules can be provided, as long as operational needs and legal meal/break time requirements can still be met. The options are as follows:

- Advance regular start time by up to two hours, end two hours earlier
- Delay regular start time by up to two hours, end two hours later

OPTION 3: MOVE FROM A FULL TIME TO A PART TIME SCHEDULE

I am a non-represented employee and need more than this policy currently provides. How can I move to a part time schedule?

You may request to transfer to a part time schedule by discussing your request with your Leader. If your Leader approves the request, he or she will submit an AskHR ticket to change your schedule through the HR Service Center. You will not see a change to your health and welfare benefits or associated premium costs. For more information about how moving to a part time schedule may impact vacation accrual or sick time awarded, visit the [Time Off and Accommodation](#) page on the mypgebenefits.com site.

I am a represented employee and need more than this policy currently provides. How can I move to a part time schedule?

Represented employees may bid or transfer to a part time schedule if one becomes available, in accordance with the applicable bargaining unit agreement. This will not be a temporary schedule change and the employee will need to bid back to a full-time schedule when ready. Please note that there will be benefit implications associated with this option.



COVID-19 School/Daycare Closures & Distance Learning Assistance Policy

Frequently Asked Questions

OPTION 4: FILE FOR A CONTINUOUS LEAVE OF ABSENCE or USE ONE OF THE APPLICABLE COUNTY/CITY TIME OFF ORDINANCES

I need to care for my child(ren) due to school/daycare closures and distance learning directly related to COVID-19 and am unable to work at all. What are my options?

You may request an unpaid personal leave of absence by contacting our leave and disability administrator, Sedgwick, at (855)-732-8217 Mon-Fri, 5 a.m.-5 p.m. Employees need to complete the [COVID-19 Personal Leave of Absence Form](#) and submit to Sedgwick with their request.

In addition, employees may be eligible for paid time off under a [city or county ordinance](#). Requests for time off may also be covered under the California Family School Partnership Act (FSPA), unless an employee already used 40 hours this calendar year. For more information, please review the [Time Off Policy Information](#) on the [PG&E Healthcare and Time Off Benefits page](#).

ADDITIONAL INFORMATION

Why isn't the Company providing employees with Paid Time Off (Pay Code 2014)?

The Company provided Paid Time Off (Pay Code 2014) in the early stages of the pandemic as our nation, state, local communities and employees adjusted to the unprecedented changes to our normal activities including shelter-in-place orders and school/daycare closures. We have reached the point where our normal time off provisions and leave options are enough to enable employees to plan their time in response to the needs of their individual circumstances.

Is the Company allowing employees to use time off in partial increments?

Time off in partial increments is now allowed as long as the employee is not in a position that requires work to be planned/executed in daily increments (e.g. Employees who work as part of a Crew or Shift workers). In all cases, the time off schedule must be approved in advance by leadership.

When does the policy go into effect, and how long will it stay in effect?

This policy is in effect August 17, 2020 for those employees who need to take time off for the purpose of caring for their children due to school/daycare closures & distance learning. In light of continued challenges caused by the pandemic, PG&E is extending our time-off policy for school and daycare closures from July 6 to August 31 but may be unilaterally cancelled or modified with 30 days' notice provided via a system wide email and/or notification in the Daily Digest.

CERTIFICATION PROCESS

Will employees be required to certify that they qualify for this assistance?

Yes, however if you were previously certified by HR during the early Time Off with Permission with Pay phase of the pandemic, and your child(ren) still meets the age limits of this policy, you do not need to re-certify. If you need to get certified for the first time, please follow the directions below.



COVID-19 School/Daycare Closures & Distance Learning Assistance Policy

Frequently Asked Questions

How do I get certified for the assistance?

If you previously received approval through May 1, 2020 via an email from Human Resources, and your child(ren) still meets the age limits of this policy, your approval remains valid and carries over. No action is required.

If you have not previously received approval through May 1, 2020 from Human Resources, please send an email to HumanResources@pge.com. Please include the following information:

- Name
- LAN ID
- Reason for Time Off
- Dates Needed
- Name(s) and age(s) of your child(ren)
- School(s) or Day Care attended by your child(ren)
- Relationship of Child
- Confirmation that the child(ren) resides in your household and there is no adult available to care for them.

The HR email team will respond to you with your approval or request for additional information. Please also notify your Leader of your need for time off under the interim policy.

What are the qualifying criteria for this assistance?

The same criteria as was previously used during the early Time Off with Permission with Pay phase of the pandemic is still in place. Your child(ren) must live in your household, there must not be another adult to care for the child(ren), and generally, this applies to children who are ages 15 or younger.

Do I need to email HR to let them know which of the assistance options I will use?

No, please work directly with your Leader to coordinate your schedule.

I am an exempt (salaried) employee and only need to take a few hours a day to assist my children with distance learning, how should I code my time?

Exempt (salaried) employees do not record vacation time in less than 4-hour increments. If you feel you cannot complete your job satisfactorily due to distance learning or childcare, you should call the HR Help Line and discuss options with your schedule. Note, a reduction in schedule will also require a reduction in salary.

I am an exempt (salaried) employee and my leader was providing me flexibility to balance my children responsibilities with work responsibilities, is this flexibility no longer being allowed?

This policy was not meant to reduce any flexibility already in place. If you have an agreed schedule that is working for you and your leader, you should work with your leader to determine if you can continue the already in place work schedule.