

# Interim Pay Options Due to a Public Health Emergency Mar 16, 2020 through Dec 31, 2021 (COVID-19 Response)

**TOWPWP and TOWPWithoutP:** Time Off with Permission **With** Pay and Time Off with Permission **Without** Pay

**Disability Insurance:** PG&E's Short-term Disability, PG&E's Voluntary Plan, State Disability Insurance (see information about these benefits starting on page 3)

**Paid Family Leave:** PG&E's Paid Family Leave, PG&E's Voluntary Plan, State Paid Family Leave Insurance (see information about these benefits starting on page 3)

Situation	Reason	Pay options (if unable to work remotely)	Interim Policy Changes, subject to change	More Information
Illness or preventative care <sup>1</sup>	If you or a family member are sick or for preventative care	<ul style="list-style-type: none"> <li>Sick pay, or</li> <li>(maybe) Disability insurance or Paid Family Leave (PFL)</li> </ul>	<ul style="list-style-type: none"> <li>If you have been diagnosed or test positive and need to isolate or have been exposed and need to quarantine, contact the HR Help Line at (415) 973-HELP for direction. <b>In order to use TOWPWP or EPL, you must receive approval through the HR Helpline</b></li> <li>If eligible for disability benefits due to having or suspected of having COVID-19:                             <ul style="list-style-type: none"> <li>7-day waiting period for VDI/STD benefits waived through Sept 30<sup>th</sup> (COVID-19 related cases ONLY)</li> <li>you have a choice to use sick pay or receive VDI (capped sick is required to be used and exhausted prior to receiving STD wage continuation benefits)</li> <li>requires medical certification or written order by a state or local health officer specific to you</li> </ul> </li> <li>Expanded remote work options</li> </ul>	<p>Learn about benefits and your eligibility for:</p> <ul style="list-style-type: none"> <li><a href="#">Sick pay</a></li> <li><a href="#">Medical leave/Short-term Disability benefits</a></li> <li><a href="#">Family/Paid Family Leave benefits</a></li> <li><a href="#">Voluntary Plan benefits</a></li> <li>Call our leave and disability administrator, Sedgwick, at (855)-732-8217 Mon-Fri, 5 a.m.-5 p.m.</li> <li>Email the PG&amp;E Leave Team in order to determine eligibility and receive approval for time off under the <a href="#">Ordinances</a> at: <a href="mailto:PGELeaveteam@pge.com">PGELeaveteam@pge.com</a></li> </ul>
Quarantine due to exposure or isolation and unable to work from home <sup>1,2,3</sup>	If you're unable to work due to a quarantine or isolation related to COVID-19. May include if you have been exposed to or are suspected of having COVID-19	<p>One or more of the below pay options may apply:</p> <ul style="list-style-type: none"> <li>Sick pay</li> <li>TOWPWP</li> <li>Disability Insurance</li> <li>Emergency Paid Leave (EPL)<sup>3</sup></li> </ul>		
You are experiencing symptoms of COVID-19, are seeking a medical diagnosis and are unable to work from home	If you're unable to work due to COVID-19 symptoms and are seeking a medical diagnosis	<ul style="list-style-type: none"> <li>Emergency Paid Leave (EPL)<sup>3</sup></li> </ul>		
Vaccinations	Time off to receive a vaccine for protection against contracting COVID-19	<ul style="list-style-type: none"> <li>Sick pay</li> <li>EPL<sup>3</sup> (can be requested and approved through your leader)</li> </ul>		
	You experience symptoms related to a COVID-19 vaccine that prevent you from being able to work or telework	<ul style="list-style-type: none"> <li>Sick pay</li> <li>TOWPWP</li> <li>EPL<sup>3</sup></li> </ul>		
Family member who is ill or is medically quarantined and you are unable to work from home <sup>1,2,3</sup>	If you're unable to work because you are <b>caring for</b> a family member who is quarantined or who is ill with COVID-19. May include if your family member may have been exposed to or is suspected of having COVID-19	<ul style="list-style-type: none"> <li>Sick pay</li> <li>PFL (requires medical certification or written order by a state or local health officer specific to your family member), or</li> <li>EPL<sup>3</sup></li> </ul>		

<sup>1</sup> If you're absent for a reason that is also covered under a leave or disability program, you need to follow the leave of absence process and call Sedgwick at (855) 732-8217 Mon-Fri, 5 a.m.-5p.m. Employees covered under the various [Ordinances](#), who have not already taken 2 weeks of eligible pay, may be eligible for up to 2 weeks of paid time for qualifying reasons through the expiration date of each Ordinance. Contact the PG&E Leave Team for guidance on how to record time authorized under the ordinances.

<sup>2</sup> Available vacation pay can be used if you're able to work from home and elect not to do so. Employees may also be eligible to use up to 72 hours under SF or Emeryville sick leave.

<sup>3</sup> You may be eligible for Emergency Paid Leave if you are unable to work due to a qualifying reason under the **2021** CA Supplemental Paid Sick Leave Law, which expires on Sept. 30, 2021. More information can be found [here](#).

Situation	Reason	Pay options (if unable to work remotely)	Interim Policy Changes, subject to change	More Information
School closure and are unable to work from home <sup>1,2,3</sup>	You are taking care of your child(ren) as a result a school or daycare closure, do not have alternate daycare and are unable to work from home	<ul style="list-style-type: none"> <li>EPL<sup>3</sup> (if the school or daycare is closed or otherwise unavailable due to COVID-19 on the premises)</li> <li><b>Eff. Aug 17, 2020:</b> up to 2 full days of vacation, floating holidays or TOWP<b>Without</b>P<sup>4</sup></li> <li><b>Eff. July 1, 2020:</b> an unpaid personal leave of absence</li> <li>SF or Emeryville sick pay<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>May be eligible for a modification to existing schedule or transfer to a part-time; expanded remote work options</li> <li>Certification required for time off due to school closures</li> <li>Eligibility for an unpaid personal leave will be reviewed monthly</li> </ul>	<ul style="list-style-type: none"> <li>Review the Childcare &amp; Distance Learning Support Policy <a href="#">here</a></li> <li><b>Personal leaves:</b> Review the <a href="#">COVID-19 Personal Leave Form</a>, and submit to Sedgwick after supervisor approval</li> <li>Requests for time off may also be covered under the <a href="#">California Family School Partnership Act (FSPA)</a></li> </ul>
Company required quarantine, if not fully vaccinated, due to travel by cruise ship or international travel and are unable to work from home <sup>2,3</sup>  Quarantine due to discretionary/personal travel	Travel by cruise ship or international travel and you are not fully vaccinated  If you are not fully vaccinated and are required to quarantine due to travel that was not for PG&E work, and you are unable to work from home during quarantine	<ul style="list-style-type: none"> <li>Vacation and/or TOWP<b>Without</b>P<sup>4</sup></li> <li>EPL<sup>3</sup></li> </ul>	Expanded remote work options	<ul style="list-style-type: none"> <li><a href="#">CDC</a> Travel Guidelines</li> <li>If you are going to travel internationally or on a cruise ship (including to Canada and Mexico), notify your supervisor in advance for appropriate work scheduling and safety</li> </ul>
Work-related injury or illness	If you are unable to do your usual job because you were exposed to and contracted COVID-19 during the regular course of your work, you may be eligible for workers' compensation benefits	Workers' Compensation benefits	N/A	<ul style="list-style-type: none"> <li>Call the 24/7 Nurse Care Line at (888) 449-7787</li> <li>Power Gen, Fresno Gas, and Fresno and San Carlos Service Center employees call (877) 888-8656</li> <li>Call Sedgwick at (855) 732-8217</li> </ul>
Military Leave due to national crisis	If you are called to active duty in the uniformed services for support related to COVID-19	Pay supplements for up to 180 days (6 months) of active duty for COVID-19 support for Military leaves taken through December 31, 2021	Allow for up to 6 months of pay supplements and up to 6 months of active employee rates for medical, dental, vision health plan benefits during non-emergency active duty military leave through December 31, 2021	Follow the <a href="#">Military Leave Process</a> and provide Sedgwick and the payroll department with required documentation

<sup>4</sup> Choosing to use vacation or to be unpaid to supplement the company paid time is for personal reasons and not business purposes.

## Time Off Details: Eligibility, accrual rates and benefit amounts

**Note:** Employees covered under the California Disability and Paid Family Leave Plan (State Plan) can visit <https://www.edd.ca.gov/> for details on their benefits. If the State Plan implements changes that will impact PG&E's Voluntary Plan, this chart will be updated (Voluntary Plan will continue to match State Plan benefits).

Employee Classification	Sick Pay	Vacation Pay	Disability Insurance/ Benefits	Paid Family Leave (PFL)
Utility Management, A&T, Security and ESC-represented	<p><b>Incidental Sick:</b></p> <ul style="list-style-type: none"> <li>Eligible upon completion of one day of employment</li> <li>Accrue 8 hours/month*; awarded on the 1<sup>st</sup> calendar day of each month</li> <li>Max Balance: Accrues up to a maximum of 96 hours* and carries over to the following year</li> </ul> <p>*Prorated for part-time and intermittent employees</p> <p><b>Capped Sick:</b></p> <ul style="list-style-type: none"> <li>Eligible if had a sick pay balance as of 12.31.2016</li> <li>Max Balance: 1,040 hours</li> </ul>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Immediately begin earning vacation</li> <li>ESC-represented: available for use after 6 months and upon attaining regular status (monthly-paid employees are considered regular status upon date of hire for vacation)</li> </ul> <p><b>Accrual rate:</b></p> <ul style="list-style-type: none"> <li>0 – 8 yrs = 120 hrs</li> <li>9 – 18 yrs = 160 hrs</li> <li>19 – 28 yrs = 200 hrs</li> <li>29 + yrs = 240 hrs</li> </ul>	<p><b>Covered under PG&amp;E's Voluntary Plan:</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Immediately, unless you opted out and chose coverage under the State Plan</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>60%* of your weekly pre-disability basic wage; no cap</li> <li>Up to 52 weeks of benefits after seven consecutive calendar days of disability or once you suffer a wage loss, whichever is later</li> <li>Must be suffering a wage loss to receive benefits</li> <li>May also be eligible for PG&amp;E STD Wage Continuation, after exhausting Capped Sick Time. In combination with VPDI, Wage Continuation provides a weekly after-tax benefit of 70% of pre-disability basic wage rate (60% VPDI + PG&amp;E Wage Continuation); no cap</li> </ul>	<p><b>Covered under PG&amp;E's Voluntary Plan:</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Immediately, unless you opted out and chose coverage under the State Plan</li> <li>If eligible, benefits begin on the first day of your leave to care for an eligible family member or to bond with a new child</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>Up to eight weeks per 12-month period</li> <li>60%* weekly Voluntary Paid Family Leave (VPFL) benefits; no cap</li> <li>Total weekly benefit of 100% pre-leave weekly basic wage rate through PG&amp;E Wage Continuation Supplement (60% VPFL + PG&amp;E Wage Continuation)</li> </ul>
IBEW-and SEIU-represented	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>After one-year of service and available for use upon attaining regular status</li> </ul> <p><b>How it works:</b></p> <ul style="list-style-type: none"> <li>Awarded 80 hours annually*</li> <li>Unused sick pay carries over to the following year up to 640 hours</li> </ul>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Immediately begin earning vacation</li> <li>Available for use upon attaining regular status</li> </ul> <p><b>Accrual rate:</b></p> <ul style="list-style-type: none"> <li>0 – 4 yrs = 80 hrs</li> </ul>	<p><b>Covered under PG&amp;E's Voluntary Plan:</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Immediately, unless you opted out and chose coverage under the State Plan</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>60%* of weekly pre-disability basic wage; no</li> </ul>	

Employee Classification	Sick Pay	Vacation Pay	Disability Insurance/ Benefits	Paid Family Leave (PFL)
	<ul style="list-style-type: none"> <li>• Must work in the calendar year to receive and use the annual allowance of current sick pay</li> <li>• May qualify for additional sick pay hours* at 10 and 20 years of service through low sick pay usage (does not carry over to the following year)</li> </ul> <p>*Prorated for part-time and intermittent employees</p>	<ul style="list-style-type: none"> <li>• 5 – 14 yrs = 120 hrs</li> <li>• 15 – 20 yrs = 160 hrs</li> <li>• 21 – 28 yrs = 200 hrs</li> <li>• 29 + yrs = 240 hrs</li> </ul>	<p>cap</p> <ul style="list-style-type: none"> <li>• Must be suffering a wage loss to receive benefits</li> <li>• Up to 52 weeks of weekly wage replacement benefits after seven consecutive calendar days of disability or once you suffer a wage loss, whichever is later</li> </ul>	
<p>Hiring Hall, Temporary Additional, Interns, Probationary Intermittent</p>	<ul style="list-style-type: none"> <li>• Eligible to use after 90 days of employment</li> <li>• 24 hours awarded each calendar year; unused hours will not roll-over to the New Year</li> <li>• After the initial award of 24 hours, additional hours are awarded annually on the first day of attendance in the New Year if still employed</li> </ul>	<p>N/A</p>	<p><b>Covered under PG&amp;E’s Voluntary Plan:</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Immediately, unless you opted out and chose coverage under the State Plan</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• 55%* of weekly pre-disability basic wage; no cap</li> <li>• Must be suffering a wage loss to receive benefits</li> <li>• Up to 52 weeks of weekly wage replacement benefits after seven consecutive calendar days of disability or once you suffer a wage loss, whichever is later</li> </ul>	<p><b>Covered under PG&amp;E’s Voluntary Plan:</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Immediately, unless you opted out and chose coverage under the State Plan</li> <li>• If eligible, benefits begin on the first day of your leave to care for an eligible family member or to bond with a new child</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>• Up to eight weeks per 12-month period</li> <li>• 55%* weekly Voluntary Paid Family Leave (VPFL) benefits; no cap</li> </ul>

Employee Classification	Sick Pay	Vacation Pay	Disability Insurance/ Benefits	Paid Family Leave (PFL)
Corporation Employees	<p><b>Accrue paid time off (PTO) in lieu of vacation and sick time</b></p> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Immediately begin earning PTO</li> <li>• Accrued based on years of service.</li> <li>• Unused PTO is carried over to the following year up to a maximum of two times your annual PTO accrual rate.</li> </ul> <p><b>Accrual rate:</b></p> <ul style="list-style-type: none"> <li>• 0-3 yrs = 120 hrs</li> <li>• 4-8 yrs = 160 hrs</li> <li>• 9-18 yrs = 200 hrs</li> <li>• 19-28 yrs = 240 hrs</li> <li>• 29 + yrs = 280 hrs</li> </ul>		<p><b>State Plan and Insured Plan:</b></p> <ul style="list-style-type: none"> <li>• Eligibility for CA SDI benefits depends on prior quarterly earnings</li> <li>• If eligible, benefits begin on first day of hospitalization/accidental injury or after seven days of disability</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>• STD benefit of 66-2/3% of covered salary up to a maximum of \$2,564 per week for a disability, less offsets (i.e., State Plan benefits)</li> <li>• STD income protection for up to six months (180 days) of disability (State Plan benefits up to 52 weeks)</li> </ul>	<p><b>State Plan and Company Policy:</b></p> <ul style="list-style-type: none"> <li>• Eligibility for CA PFL benefits depends on prior quarterly earnings</li> <li>• If eligible, benefits begin on the first day of leave to care for an eligible family member or to bond with a new child</li> </ul> <p><b>Benefit amount:</b></p> <ul style="list-style-type: none"> <li>• Up to eight weeks per 12-month period</li> <li>• 60% CA PFL benefits, up to the weekly maximum for six weeks (CA employees)</li> <li>• Weekly benefit up to 100% (before-tax) of pre-leave weekly basic wage rate in combination with state benefits (i.e. CA PFL or other state benefit)</li> </ul>

\* If the weekly Voluntary Plan benefit amount is lower than the weekly benefit amount using the calculation method under the State Plan, you will receive Voluntary Plan benefits equal to the State Plan rate.