



# Leave Guide

**At WSP USA, we understand** that you may need extended time away from work for health, family or other reasons, which is why we developed this guide to help you learn about the different leave options available to you.

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# Introduction

In this guide, you will find detailed information including eligibility, qualifying reasons, and the process for taking and returning from the following types of leaves:

- **Family and Medical Leave Act (FMLA):** FMLA provides eligible employees with up to 12 weeks of unpaid leave for specific family and medical reasons.
- **Disability Leave:** Disability leave provides eligible employees with financial support in the event they experience temporary or long-term disabilities.
- **Parental Leave:** Parental leave provides eligible employees time off to bond with and care for their new children.
- **Other Leave Options:** In addition to the above-mentioned leaves, this guide includes information on other types of leaves, such as personal leave, statutory leave and military leave.

You will also find contact information, and resources to help you understand and effectively plan your leave. We encourage you to familiarize yourself with the information provided in this guide to ensure a smooth and seamless leave experience.

For further guidance, you can also visit the Knowledge Articles found in your **Horizon Business Platform**.



At WSP, we value the well-being of our employees and strive to create a supportive and inclusive work environment. We hope this Leave Guide serves as a valuable resource as you navigate through various leave options. **Remember, taking care of yourself and your family is essential, and we are here to support you every step of the way.**

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Description	Is It a Paid Leave?	Leave Length	Eligibility
<b>Family and Medical Leave (FMLA)</b>			
The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for their own sickness or disability, having a baby or caring for a sick family member.	No. Employees may use available accrued PTO, Legacy Sick Time, Frozen PTO or WSP Paid Parental leave on an approved FMLA leave to supplement the unpaid time.	Up to 12 weeks	Any employee who has worked for WSP for 1 year and has worked at least 1,250 hours in the last 12 months from the start date of their leave.
<b>Short Term Disability (STD)</b>			
WSP provides Short-term Disability (STD) leave to benefits eligible employees. Short-term Disability leave is intended to cover you following a non-occupational injury, illness, or birth of a child.	Yes* Visit <a href="https://rewardsatwsp.com">rewardsatwsp.com</a> for more information.	Up to 13 weeks (includes a seven day waiting period, if applicable)*	Benefits eligible regular full-time or part-time employees, who work 24 hours or more a week, are eligible for STD.

\*While disability benefits are paid, employees on disability leave are not considered active and as a result do not have a salary. STD payments begin on the seventh consecutive calendar day (waiting period) after the employee's disability starts, or immediately if the employee is hospitalized as an inpatient, and can continue up to 13 weeks.

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<b>Long Term Disability (LTD)</b>			
Long-term disability (LTD) leave benefits enable you to maintain a portion of your income after you have been disabled for 90 days. You can purchase LTD coverage to meet your financial needs during open enrollment or as a newly benefits eligible employee. WSP offers three types of LTD: basic, enhanced, and executive.	Yes* Visit <a href="https://rewardsatwsp.com">rewardsatwsp.com</a> for more information.	Varies (starts when STD ends) Visit <b>AbsenceOne</b> for more information on variable leave length.	Benefits eligible regular full-time or part-time employees, who work 24 hours or more a week, are eligible to elect LTD.
<b>Statutory</b>			
For some locations, local mandates may be in place that are supplemental to those provided under U.S. federal law. In these cases, WSP will honor whichever mandate is more generous and it will run concurrently with any FMLA and WSP STD coverage. If WSP benefits are more generous, the benefit may be offset by the amount available under the statutory leave.	Varies	Varies Visit <b>state legislation</b> for more information on variable leave length.	Employees are eligible for statutory leaves depending on where they are located. Review <b>state legislation</b> for applicable state benefits.
<b>WSP Paid Parental Leave</b>			
WSP provides new parents with Paid Parental Leave to care for and bond with your new child.	Yes	Full time benefits eligible employees are eligible for 120 hours, while part time benefits eligible employees are eligible for 72 hours of paid parental leave.	You must be a benefits eligible regular full-time or part-time employee (who works at least 24 hours per week) and be employed by WSP at the time of the birth or adoption.

\*While disability benefits are paid, employees on disability leave are not considered active and as a result do not have a salary.

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 Description	 Is It a Paid Leave?	 Leave Length	 Eligibility
<b>Military</b>			
A military leave of absence will be granted to employees who are absent from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or applicable state laws.	No	Varies	Employees who are in the Military Reserve or National Guard are eligible for military leave when they are ordered to required training or active duty.
<b>Personal</b>			
Employees may need some time off from work to attend to personal situations that do not qualify as a Family and Medical Leave, or any other leave provided by WSP. In such circumstances, employees may apply for Personal Leave.	No	Up to three months	You must be a regular full-time or part-time employee (who works at least 24 hours per week) and be employed by WSP for at least one year.



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# Types of Leave

## Your Own Disability

In the event of an injury or illness that leaves you unable to work, you may be eligible for the following types of leave:

			
<p><b>Family Medical Leave Act (FMLA)</b> provides up to 12 weeks of job-protected unpaid leave.</p>	<p><b>Short-Term Disability (STD)</b> leave provides up to 13 weeks of partially-paid leave. This runs concurrently with FMLA and statutory leaves, where applicable.</p>	<p><b>Long-Term Disability (LTD)</b> leave if your disability lasts longer than 13 weeks.</p>	<p><b>Statutory Leave</b> if your work state provides benefits in the event of a disability. Statutory leaves run concurrently with FMLA and STD/LTD where applicable. Review <b>state legislation</b> for applicable state benefits.</p>

Remember, employees can purchase buy-up STD and LTD options to provide additional financial support in the event of a disability. Visit [rewardsatwsp.com](https://rewardsatwsp.com) for more information.

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## Your Own Disability (continued)

### Checklist for Your Own Disability Leave

#### Before Taking Leave

- Provide notification to your supervisor and HR Business Partner at least 30 days prior to your leave start date or as soon as possible if unforeseeable.
- Review “My Knowledge” in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Contact **AbsenceOne** to open applicable claims.
  - MA/NJ/NY employees open state leaves with AbsenceOne
- Review **state legislation for applicable state benefits**. Contact your state department to open disability claims to run concurrently with STD/FMLA, if applicable.

#### While on Leave

- Submit all paperwork to AbsenceOne/state department for approvals.
- Provide state approval notices to WSP through **Horizon** via a Service Request and submit to AbsenceOne.
- Maintain contact with AbsenceOne and your supervisor regarding the status of your leave and return.
- Contact AbsenceOne/state department (if applicable) to extend leaves as needed.
- Remit benefit payments with check payable to WSP USA, if applicable, to:

**WSP USA Attn: Benefits Mailbox  
250 W 34th St Floor 4, Mailroom  
New York, NY 10119**

- For employees on short term disability, WSP will deduct the employee’s portion of the premium from the payment made from AbsenceOne. If the employee’s leave is denied, or if premiums cannot be deducted, the employee is responsible for their benefit premiums. Please refer to the information provided by WSP at the onset of your leave or request information through **Horizon** via People Connection.

#### Returning to Work

- You are responsible for submitting a **return to work note** completed by your healthcare provider through **Horizon** via a Service Request and submitting it to AbsenceOne before your return. You cannot return to work without it. Any restrictions or accommodations needed must be included on the return to work note. If you cannot access Horizon during your absence, you can confirm your return date by emailing [uspeopleconnection@wsp.com](mailto:uspeopleconnection@wsp.com).

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## Care of a Family Member

In the event that you need to take time away from work to care for an ill or injured family member, you may be eligible for the following types of leave:



**Family Medical Leave Act (FMLA)** provides up to 12 weeks of job-protected unpaid leave for the care of a family member, including:

- **Child:** Your biological child, adopted child, foster child, step-child, legal ward, or a child to which you stand in loco parentis
- **Spouse:** Your husband, wife, or legal same-sex married partner
- **Parent:** Your biological parent, adoptive parent, step-parent, foster parent, or a person who stood in loco parentis to you when you were a child
- **Military Family Member:** A covered service member with a serious injury illness to which you are the spouse, child, parent, or next of kin



**Statutory Leave** if your work state provides benefits for family care. Statutory leaves run concurrently with FMLA where applicable. Review **state legislation** for applicable state benefits.





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## Care of a Family Member (continued)

### Checklist for Care of a Family Member Leave

#### Before Taking Leave

- Provide notification to your supervisor and HR Business Partner at least 30 days prior to your leave start date or as soon as possible if unforeseeable.
- Review “My Knowledge” in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Contact **AbsenceOne** to open applicable claims.
  - MA/NJ/NY employees open state leaves with AbsenceOne
- Review **state legislation for applicable state benefits**. Contact your state department to open disability claims to run concurrently with STD/FMLA, if applicable.

#### While On Leave

- Submit all paperwork to AbsenceOne/state department for approvals.
- Provide state approval notices to WSP through **Horizon** via a Service Request and submit to AbsenceOne.
- If taking intermittent leave, report all absences to AbsenceOne/state department.
- Maintain contact with AbsenceOne and your supervisor regarding the status of your leave and return.
- Contact AbsenceOne/state department (if applicable) to extend leaves as needed.
- Remit benefit payments with check payable to WSP USA, if applicable, to:

**WSP USA Attn: Benefits Mailbox**  
**250 W 34th St Floor 4, Mailroom**  
**New York, NY 10119**

- Employees are responsible for benefit premiums while taking continuous, unpaid leave. If supplementing leave with any type of available accrued PTO, benefit premiums are deducted from WSP paycheck. If the employee's leave is denied, or if premiums cannot be deducted, the employee is responsible for their benefit premiums. Please refer to the information provided by WSP at the onset of your leave or request information through **Horizon** via People Connection.

#### Returning to Work

- Confirm your return date through **Horizon** via a Service Request and submit to AbsenceOne. If you cannot access Horizon during your absence, you can confirm your return date by emailing [uspeopleconnection@wsp.com](mailto:uspeopleconnection@wsp.com).

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## Parental Leave: Birthing Parent

If you are a birthing parent, you may be eligible for the following types of leave:

	
<p><b>Family Medical Leave Act (FMLA)</b> provides up to 12 weeks of job-protected unpaid leave.</p>	<p><b>Short-Term Disability (STD)</b> leave typically provides up to 6 or 8 weeks of partially-paid leave depending on the type of birth. This period can be extended for complications with doctor certification for up to 13 weeks. This runs concurrently with FMLA leave and statutory leaves, where applicable.</p>
	
<p><b>Paid Parental Leave</b> provides full-time active employees up to 120 hours of paid leave and provides part-time active employees up to 72 hours of paid leave following the birth or adoption of a child. Leave can be taken continuously or intermittently in 8-hour increments within the 12 months after the child's birth or adoption.</p>	<p><b>Statutory Leave</b> if your work state provides benefits for birthing parents. Statutory leaves run concurrently with FMLA and STD where applicable. Review <b>state legislation</b> for applicable state benefits.</p>

Remember, employees can purchase buy-up STD and LTD options to provide additional financial support in the event of a disability. Visit [rewardsatwsp.com](http://rewardsatwsp.com) for more information.

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## Parental Leave: Birthing Parent (continued)

### Example Birthing Parent Leave Timeline

If you are a birthing parent, you may be eligible for leave before and after your pregnancy. If you are a birthing parent, below is an example of what your leave may look like. This example is for a **full-time employee, natural birth (no C-section), and they live in a state with no statutory coverage.**

Review **state legislation** for applicable state benefits.



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## Parental Leave: Birthing Parent (continued)

### Checklist for Parental Leave: Birthing Parent

#### Before Taking Leave

- Provide notification to your supervisor and HR Business Partner at least 30 days prior to your leave start date or as soon as possible if unforeseeable.
- Review “My Knowledge” in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Contact **AbsenceOne** to open applicable claims.
  - MA/NJ/NY employees open state leaves with AbsenceOne
- Review **state legislation for applicable state benefits**. Contact your state department to open disability claims to run concurrently with STD/FMLA, if applicable.

#### While on Leave

- As soon as possible after birth, contact AbsenceOne to confirm delivery date and details.
- Submit all paperwork to AbsenceOne/state department for approvals.
- Provide state approval notices to WSP through **Horizon** via a Service Request and submit to AbsenceOne.
- Maintain contact with AbsenceOne and your supervisor regarding the status of your leave and return.
- When you are nearing the end of your disability period, contact AbsenceOne/state department (if applicable) to extend your leave if you are taking the bonding period.
- Remit benefit payments with check payable to WSP USA, if applicable, to:  
**WSP USA Attn: Benefits Mailbox  
250 W 34th St Floor 4, Mailroom  
New York, NY 10119**
  - For employees on short term disability, WSP will deduct the employee’s portion of the premium from the payment made from AbsenceOne. If the employee’s leave is denied, or if premiums cannot be deducted, the employee is responsible for their benefit premiums. Please refer to the information provided by WSP at the onset of your leave or request information through **Horizon** via People Connection.
- If you are adding your child to your WSP benefits, complete the Life Event Process with **bswift**. You can find more information about qualified life events on **rewardsatwsp.com**.

Read the **Checklist for Returning to Work** on the next page >

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### Checklist for Parental Leave: Birthing Parent (continued)

#### Returning to Work

- You are responsible for submitting a **return to work note** completed by your healthcare provider through **Horizon** via a Service Request and submitting it to AbsenceOne before your return. You cannot return to work without it. Any restrictions or accommodations needed must be included on the return to work note. If you cannot access Horizon during your absence, you can confirm your return date by emailing [uspeopleconnection@wsp.com](mailto:uspeopleconnection@wsp.com).
- If you are planning on using WSP's flexible "returnship," contact your supervisor and HR Business Partner at least 2 weeks prior to your return date for processing.



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## Parental Leave: Non-Birthing Parent

If you are a non-birthing parent, you may be eligible for the following types of leave:

		
<p><b>Family Medical Leave Act (FMLA)</b> provides up to 12 weeks of job-protected unpaid leave.</p>	<p><b>Paid Parental Leave</b> provides full-time active employees up to 120 hours of paid leave and provides part-time active employees up to 72 hours of paid leave following the birth or adoption of a child. Leave can be taken continuously or intermittently in 8-hour increments within the 12 months after the child's birth or adoption.</p>	<p><b>Statutory Leave</b> if your work state provides benefits for non-birthing parents. Statutory leaves run concurrently with FMLA where applicable. Review <b>state legislation</b> for applicable state benefits.</p>



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## Parental Leave: Non-Birthing Parent (continued)

### Checklist for Parental Leave: Non-Birthing Parent

#### Before Taking Leave

- Provide notification to your supervisor and HR Business Partner at least 30 days prior to your leave start date or as soon as possible if unforeseeable.
- Review “My Knowledge” in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Contact **AbsenceOne** to open applicable claims.
  - MA/NY employees open state leaves with AbsenceOne
- Review **state legislation for applicable state benefits**. Contact your state department to open disability claims to run concurrently with STD/FMLA, if applicable.

#### While on Leave

- Submit all paperwork to AbsenceOne/state department for approvals.
- Provide state approval notices to WSP through **Horizon** via a Service Request and submit to AbsenceOne.
- If taking intermittent leave, report all absences to AbsenceOne/state department.
- Maintain contact with AbsenceOne and your supervisor regarding the status of your leave and return.
- Contact AbsenceOne/state department (if applicable) to extend leaves as needed.
- Remit benefit payments with check payable to WSP USA, if applicable, to:  
**WSP USA Attn: Benefits Mailbox  
250 W 34th St Floor 4, Mailroom  
New York, NY 10119**
  - Employees are responsible for benefit premiums while taking continuous, unpaid leave. If supplementing leave with any type of available accrued PTO, benefit premiums are deducted from WSP paycheck. If the employee’s leave is denied, or if premiums cannot be deducted, the employee is responsible for their benefit premiums. Please refer to the information provided by WSP at the onset of your leave or request information through **Horizon** via People Connection.
- If you are adding your child to your WSP benefits, complete the Life Event Process with **bswift**. You can find more information about qualified life events on **rewardsatwsp.com**.

#### Returning to Work

- Confirm your return date through **Horizon** via a Service Request and submit to AbsenceOne. If you cannot access Horizon during your absence, you can confirm your return date by emailing **uspeopleconnection@wsp.com**.

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## Military Leave

A military leave of absence will be granted to employees who are absent from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or applicable state laws.

Advanced notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Employees must provide the leaves carrier with a copy of their military papers as soon as they receive them.

Military leave is unpaid. Employees may elect to use available accrued PTO during this leave. Use of PTO time in these cases must still comply with WSP's tenure-based PTO Policy.

### Checklist for Military Leave

#### Before Taking Leave

- Provide notification to your supervisor and HR Business Partner at least 30 days prior to your leave start date or as soon as possible if unforeseeable.
- Review "My Knowledge" in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Contact **AbsenceOne** to open applicable claims.

#### While on Leave

- Submit all paperwork to AbsenceOne for approvals.
- Maintain contact with AbsenceOne and your supervisor on the status of your leave if you are able while performing military duties.
- Remit benefit payments with check payable to WSP USA, if applicable, to:  
**WSP USA Attn: Benefits Mailbox**  
**250 W 34th St Floor 4, Mailroom**  
**New York, NY 10119**
  - Employees who currently have benefits with WSP and will be covered by Military or other insurance coverage can initiate a "gain of coverage" life event to remove themselves from WSP benefits coverage while the other insurance is available. You can find more information about qualified life events on [rewardsatwsp.com](https://rewardsatwsp.com). If or when this other insurance coverage becomes no longer available, the employee can initiate a "loss of coverage" life event to be added back to WSP's benefits. The life events must be initiated within 31 days of the gain or loss of coverage. If the employee remains on WSP benefits while on military leave they will be responsible for remitting payments. Please refer to the information provided by WSP at the onset of your leave or request information through **Horizon** via People Connection.

#### Returning to Work

- Confirm your return date through **Horizon** via a Service Request and submit to AbsenceOne. If you cannot access Horizon during your absence, you can confirm your return date by emailing [uspeopleconnection@wsp.com](mailto:uspeopleconnection@wsp.com).



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## Personal Leave

WSP is aware that an employee may need some time off from work to attend to personal situations that do not qualify as a Family and Medical Leave or any other leave provided by WSP. In such circumstances, employees may apply for an **Unpaid Personal Leave of Absence**.

An unpaid personal leave may be granted for up to three months. When an employee wishes to take a personal leave, they must get approval from their supervisor, HR Business Partner, and Total Rewards Team.



### Checklist for Personal Leave

#### Before Taking Leave

- Review “My Knowledge” in **Horizon** under the People Connection tab for general guidance and create a Service Request to receive personalized information on your leave of absence.
- Get approval from your supervisor, HR Business Partner, and Total Rewards Team at least 30 days prior to your leave start date.
- Remit benefit payments with check payable to WSP USA, if applicable, to:  
**WSP USA Attn: Benefits Mailbox**  
**250 W 34th St Floor 4, Mailroom**  
**New York, NY 10119**

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- Maintain open communication with your supervisor and your HR Business Partner to keep them updated and notify them of any changes to your leave status immediately.

#### Returning to Work

- Confirm your return date through **Horizon** via a Service Request and submit to AbsenceOne. If you cannot access Horizon during your absence, you can confirm your return date by emailing [uspeopleconnection@wsp.com](mailto:uspeopleconnection@wsp.com).

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# Time Sheet Instructions While on Leave

<b>Family and Medical Leave (FMLA)</b>	<ul style="list-style-type: none"> <li>• While on FMLA only, you can supplement your pay with any available accrued PTO banks, excluding Flexible Time Off. You are responsible for submitting the absence.</li> <li>• If you are taking the time unpaid, no absence or timesheet needs to be submitted until your return.</li> </ul>
<b>Short Term Disability (STD)</b>	<ul style="list-style-type: none"> <li>• There is a 7-calendar day waiting period for STD benefits, unless you are hospitalized for 24+ hours.</li> <li>• You can use available accrued PTO banks during the waiting period, excluding Flexible Time off.</li> <li>• If you are taking the waiting period unpaid or it does not apply, you or your manager will need to submit absence type “Leave Without Pay” for the first 7 calendar days of your leave. No other timesheets or absences need to be submitted during STD until you return to work.</li> </ul> <p><b>Note:</b> Per WSP policy, employees must exhaust their Legacy Sick Bank at the start of a disability leave. Employees or their managers must submit absence type “Legacy Sick Bank”. Once exhausted no other absences need to be submitted during STD until the employee returns to work.</p>
<b>Long Term Disability (LTD)</b>	<ul style="list-style-type: none"> <li>• No timesheet or absences needs to be submitted on LTD, unless exhausting Legacy Sick Bank.</li> </ul>
<b>WSP Paid Parental Leave</b>	<ul style="list-style-type: none"> <li>• You are responsible for submitting your absences while using WSP Paid Parental Leave. When submitting your absence you will select absence type “Parental Leave.” You may submit your absences weekly in 8-hour increments or all at once.</li> </ul>
<b>Military</b>	<ul style="list-style-type: none"> <li>• No timesheet needs to be submitted while on Military leave.</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• No timesheet needs to be submitted while on Personal leave.</li> <li>• If you take leave in the middle of the week, select absence type “Leave Without Pay” for the personal leave hours in 8-hour increments.</li> </ul>
<b>Statutory</b>	<ul style="list-style-type: none"> <li>• Generally, timesheets do not need to be submitted while on state leaves. If you are supplementing your state leave with available accrued PTO, coordinate with the WSP Total Rewards team through <b>Horizon</b> via a Service Request.</li> </ul>

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For more information on WSP’s leave policies, please refer to the company handbook and **official policy documents and guidelines**. If you have any specific questions or need further clarification, please reach out to your HR Business Partner or supervisor. For information about your benefits, visit [rewardsatwsp.com](http://rewardsatwsp.com) or contact one of the vendors listed below.

### WSP Leave Guide Contacts Sheet

Benefit	Provider	Website/Email	Phone
Member Advocacy	Optavise	<b>Optavise Email</b>	<b>866-253-2273</b> Monday to Friday 8:00 am to 9:00 pm Eastern Time
Benefits Administrator	bswift	<b>bswift</b>	<b>844-848-1142</b> Monday–Friday, 8:00 am to 8:00 pm Eastern Time
Worker’s Compensation	WSP	<b>Worker’s Compensation Reporting</b>	
Short-Term and Long-Term Disability	Prudential   AbsenceOne	<b>AbsenceOne</b> Group #: 71237 Claims: Prudential   AbsenceOne PO Box 14441 Lexington, KY 40512-4829	<b>866-616-0004</b> Monday–Friday, 8:00 am to 8:00 pm Eastern Time Disability claims fax number: <b>859-280-4829</b>
Employee Assistance Program	Carebridge	<b>Carebridge</b> Code: GBR73 clientservice@carebridge.com	<b>800-437-0911</b>
State Leave Map	Sedgwick	<b>State Leave Map</b>	
WSP Horizon Business Platform		<b>WSP Horizon Business Platform</b>	