

Disability and Leave FAQ's

Q. Does ConvaTec offer maternity leave?

Yes. Maternity leave is covered under ConvaTec's Short Term Disability (STD) Plan. ([CVT 4.08 Short and Long Term Disability Policy](#))

Q. How much time will I receive for maternity leave?

The duration of the medical leave is determined by your treating physician based on your individual medical condition. Vaginal delivery is typically 6 weeks after delivery, or 8 weeks if cesarean delivery. Complications pre and/or post-delivery may extend duration of leave. Note: Should you work until date of delivery, the five-day waiting period does not apply. Additional unpaid leave and/or paid family leave may be available to you through FMLA and/or statutory benefits determined by state (subject to eligibility requirements of residence, work state, and employment history).

Q. Does ConvaTec offer paternity leave?

Yes. All male full-time and part-time (14-29 hours) employees who work in ConvaTec US and have completed six months of service will have the opportunity to take one week paid leave of absence to care for a newborn child(ren) under 18 years of age ([CVT 4.07 – Adoption/Foster Care and Paternity leave](#))

Q. Does ConvaTec offer adoption leave?

Yes. All full-time and part-time (14-29 hours) employees who work in ConvaTec US and have completed six months of service will have the opportunity to take one week paid leave of absence (Adoption/Foster Care Leave) to care for a newly adopted or placed foster child(ren) under 18 years of age ([CVT 4.07 – Adoption/Foster Care and Paternity leave](#))

Q. Am I eligible for FMLA?

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Q. If I am eligible for FMLA, what is my basic entitlement?

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Q. When would I be eligible for disability benefits?

If you have an illness or injury, planned or unplanned, of more than 5 consecutive business days, you must file a claim for STD benefits. Before you can receive STD benefits, you must satisfy a waiting period of five business days,

during which you are required to use five days of paid time off. You are responsible for entering your paid time off in workday for the five business day waiting period.

Q. Where can I find reference materials on disability and leave benefits offered through ConvaTec?

On Catalyst, under US Policies, you will find [\(CVT 4.08 Short and Long Term Disability Policy\)](#)

You will find the following additional reference materials by visiting www.convatecbenefits.com. You can also request these materials by emailing benefits@convatec.com or by contacting Prudential's toll-free number at **1-877-367-7781** and speaking with a knowledgeable Prudential Intake Specialist.

- Prudential Reporting an Absence or Disability Brochure and Authorization Form
- Employee Checklist for Short Term Disability
- Disability and Leave FAQ's
- Statutory Paid Leave Programs by State Outline (CA, DC, HI, NJ, NY, PR, RI, MA, WA)
- NJ TDB Frequently Asked Questions
- NJFLI Overview
- NY Paid Family Leave (PFL) Frequently Asked Questions
- CA State Disability Insurance (SDI), and Paid Family Leave (PFL) Frequently Asked Questions
- RI Temporary Disability Insurance (TDI) Frequently Asked Questions
- MA Paid Family and Medical Leave FAQ's
- PR Disability Act (DBA)
- DC Universal Paid Family Leave (DC UPL)
- WA Paid Family Medical Leave (WA PFML)

Q. What are Statutory Disability Benefits?

California, District of Columbia, Hawaii, New Jersey, New York, Puerto Rico, Rhode Island, Massachusetts, and Washington currently have statutorily mandated disability (SMD) benefit plans. While each state's program is unique, the common goal of these plans is to provide short-term income replacement for non-occupational disabilities experienced by eligible workers.

Q. Who is ConvaTec's Disability, FMLA, Maternity, Paternity, Adoption, Military Leave, New Jersey Temporary Disability Benefits (TDB), New York Disability (DBL), Paid Family Leave (NY PFL) and Paid Family and Medical Leave (MA PFML) Claims Administrator?

Prudential.

Q. How do I file a Disability and/or FMLA, Maternity, Paternity, Adoption, Military Leave New Jersey Temporary Disability Benefits (TDB), New York Disability (DBL), or Paid Family Leave (NY PFL) and Paid Family and Medical Leave (MA PFML) claim?

*If you know you will be absent, due to an illness or injury, planned or unplanned, of more than five consecutive business days, you must file a claim for STD benefits. You should contact Prudential by phone at **1-877-367-7781** or online up to 30 days prior, if possible, to provide details of **any** anticipated absence, walk through the process, and confirm your eligibility for Statutory Disability Benefits, the ConvaTec Short Term Disability Plan, FMLA, Maternity, Paternity, Adoption, Military Leave, New Jersey Temporary Disability Benefits (TDB), New York Disability (DBL) or*

Paid Family Leave (NY PFL) and Paid Family and Medical Leave (MA PFML). You may also contact the ConvaTec Benefits team at benefits@convatec.com.

Remember, even though you call Prudential, you still must notify your manager, HR Business Partner, and the benefits team directly at benefits@convatec.com, on or before your first day of absence to report how long you expect to be absent.

Q. What is NJ Family Leave Insurance?

Fathers/partners with newborns: Parents of newborns who work in **New Jersey** may qualify for up to 12 weeks of cash benefits for time off from work to bond with a baby **during the infants first year**. The applicant or his or her spouse, domestic partner, or civil union partner must be the biological parent.

For a comprehensive overview of Family Leave Insurance, FAQ's, and filing instructions, please visit the New Jersey Division of Temporary Disability and Family Leave Insurance: <https://myleavebenefits.nj.gov/labor/myleavebenefits/worker/fli/>

Q. How are benefits paid under ConvaTec's Short Term Disability Plan?

Your duration and percent of salary continuation will be determined by your status and length of service on the day preceding a Disability claim as outlined in the following schedule. Benefit schedule does not include the five day benefit waiting period.

Length of Service	Weeks of 100% disability earnings	Weeks of 70% disability earnings
Less than 1 year	4 weeks	22 weeks
1 to 4 years	8 weeks	18 weeks
4 to 9 years	16 weeks	10 weeks
9 years and greater	26 weeks	0 weeks

The Disability Benefit will be paid based on timely receipt of proof of continued Disability and regular attendance of a Physician. The claims administrator determines approval of your claim, and compliance with the recommended course of treatment for the disabling condition. Such proof of continued disability must be provided by your physician to your disability claims administrator upon request and within the deadlines outlined in the request. It is your responsibility to make sure your physician is sending the requested medical information to Prudential.

Q. What happens to my pay while on disability?

If you are eligible for paid short-term disability/salary continuation, you will receive pay on the same pay schedule as when you were in active status. ConvaTec will continue to pay your salary for the first 4 weeks of your disability claim while the claim is being processed. If after 4 weeks Prudential has not yet approved your claim, payment will be suspended until the claim is approved. Any STD pay received for an unapproved absence will be deemed an overpayment and subject to reasonable recovery.

The amount of disability pay you receive is subject to offset of any applicable projected state disability plans (CA, DC, HI, NJ, NY, PR, RI, MA). Please refer to the following materials by visiting www.convatecbenefits.com. You may

also contact Prudential's toll-free number at **1-877-367-7781** and a knowledgeable Prudential Intake Specialist can assist with questions on your eligibility for disability benefits.

- *Statutory Disability Benefits by State Outline (CA, DC, HI, NJ, NY, PR, RI, MA, WA)*
- *NJ TDB Frequently Asked Questions*
- *NJFLI Overview*
- *NY Paid Family Leave (PFL) Frequently Asked Questions*
- *CA State Disability Insurance (SDI), and Paid Family Leave (PFL) Frequently Asked Questions*
- *Rhode Island Temporary Disability Insurance (TDI) Frequently Asked Questions*

If it is determined that you are eligible for statutory disability benefits from the state, except for NJTDB, NYDBL, or MAPFML, it is your responsibility to file accordingly. If eligible for NJTDB, NYDBL, or MA PFML Prudential will coordinate and file your claim.

Q. What happens to my benefits from ConvaTec while I am on STD?

There will be no disruption of your benefits. Benefit premiums will continue to be deducted from your pay.

Q. What happens to my benefits from ConvaTec on unpaid FMLA, if I am not receiving compensation from ConvaTec payroll during my period of absence?

There will be no disruption of your benefits. Upon your return to work, ConvaTec benefits will coordinate a reasonable repayment plan to bring you current with your missed benefit premiums.

Q. What should I do when it's time to return to work from my leave?

When it's time to return to work, call your Prudential Claim Administrator and/or Leave Manager to advise them of your return to work date.

Contact your manager, HR Business Partner, and the benefits team to let them know the date you will be returning to work.

Q. What if I feel that I cannot return to work on the date my leave is expected to end?

Call Prudential to discuss the situation with your Claim Administrator and/or Leave Manager. They will contact your physician for an update on your condition. You must also notify your manager, HR Business Partner, and the benefits team to keep them informed of your progress and intent to return to work.