


A change in FMLA & Leave paperwork with new fax number (859) 264-4384 effective February 1st

Please read all info below



Introduction to Sedgwick

On February 1, 2020, we're changing our FMLA and Leave administrator to Sedgwick. Sedgwick already administers Verizon's disability claims.

Here's what will happen

For open claims filed through January 31, 2020:

- Effective February 1, submit paperwork to Sedgwick; prior to this follow current process
- Claims will be automatically transferred to Sedgwick
- Sedgwick will send you a letter outlining any actions you might need to take

For new claims beginning February 1, 2020:

- Requirements for initiating a FMLA claim remain the same, beginning with a call-out to your supervisor or absence administrator
- The current fax number will be offline effective February 1, 2020
 - Use the new fax number for supporting documents: (859) 264-4384
- Information about Sedgwick will be posted on [About You](#) on February 1
- New forms will come from Sedgwick upon claim initiation and will be barcoded to provide faster claim review. Discard any prior FMLA forms.

When asked by the National about getting the forms because they will be barcoded specific to the individual, the Company responded with the options below:

There are several ways employees can access the form timely once Verizon moves to Sedgwick.

Options to access the forms:

1. Opt into email by calling Sedgwick.

Associates may contact Sedgwick and request to opt into email as soon as absence is loaded into the system. Absences will be sent to Sedgwick three times a day (9AM, 2PM, and 7PM ET). Absences should be viewable by Sedgwick within 30 minutes of the absences being sent on the file from Verizon. Sedgwick indicates that it could take up to 1 day for the form to be emailed.

2. Opt into email via MySedgwick.

Note, the absence will be visible on MySedgwick within approximately 30 minutes from when it is reported on the Verizon file sent to Sedgwick (9 AM, 2 PM, 7 PM ET). Sedgwick indicates that it could take up to 1 day for a form request on MySedgwick (<https://claimlookup.com>).

3. Receive forms by mail. Forms are mailed within 1 business day upon receipt of absence.

4. **Forms are also visible and can be downloaded in MySedgwick** once they have been mailed by the examiner. Examiners will send the forms within 1 business day of receipt of the absence from Verizon's file

Email:

verizon^v



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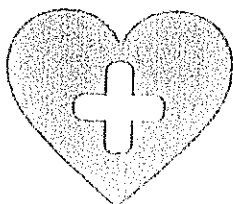
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About You Link referenced in email above:

When you need time to care for yourself and others...

Family Medical Leave

We know that balancing work and family life can be difficult at times, especially when there is an illness, injury, or someone in your family who needs to be cared for. The Family and Medical Leave Act (FMLA) can help make things a little easier by providing unpaid leave to eligible employees for medical or family reasons.



What is family medical leave?

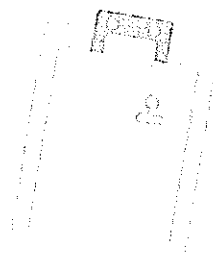
The Family and Medical Leave Act provides up to 12 weeks of unpaid job-protected leave annually that can be used for your own illness or injury, caring for a family member who has a serious medical condition, or for family-related events like having a baby or adopting a child.

FMLA refers to the federal program, but some states may also have their own family and medical leave laws.

Who is eligible for FML?

In order to qualify to take Family and Medical Leave you must meet all of the following conditions:

- Have been employed by Verizon for at least 12 months
- Have worked at least 1,250 hours during the prior 12 month period
- Have FMLA time available
- Have a qualifying reason established by the Federal government and received certification from Sedgwick

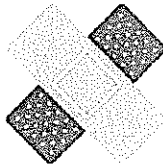


If you meet the above criteria...

Family and Medical Leave may be used for one of the following qualifying reasons:

- Your own serious health condition
- To care for your immediate family member (spouse, son, daughter, or parent) with a serious health condition
- Birth of a child, including leave to care for or bond with the newborn. Your leave must be taken within 12 months of the birth, and, unless you and the Company agree otherwise, must be taken all at one time.
- Placement of a child with you for adoption or foster care. Your leave may precede the placement, but must be taken within 12 months of the placement, and, unless you and the Company agree otherwise, must be taken all at one time.
- To care for a Service-member, including a veteran, who was discharged within five years preceding the leave, who is your spouse, parent, child, or next of kin with a serious injury, pre-existing injury or illness that was incurred or aggravated in the line of duty.
- To address certain qualifying exigencies arising out of the fact that your spouse, son, daughter, or parent (the "military member") is in the regular Armed Forces and is deployed to a foreign country, or has been deployed to a foreign country under a call or order to covered active duty in the National Guard or Reserves in support of a contingency operation or to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty ("Qualifying Exigency Leave").

Please notify your supervisor and schedule your time off in advance, or as soon as possible.



Resources

- You can download the complete Guide to Initiating Federal FMLA and State Leave.
- You can find more information on Eligibility and Applying for FMLA.
- We've answered the most frequently asked questions on the FMLA FAQ page.
- Verizon's Employee Assistance Program (EAP) provides solutions to help you balance work and life through confidential and easily accessible services. The EAP is available 24 hours a day, 7 days a week at 1-888-441-8674. You can also access the EAP on line at <http://www.anthem.com/eap/verizon>.