

U.S. Leave of Absence Playbook

ENDEAVOR



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01

Overview

+ IN THIS PLAYBOOK + KEY RESOURCES + REMINDERS & SUMMARY

Overview

+ In This Playbook

All Endeavor Leave of Absence policies grant time off for all full-time, part-time and temporary employees. To meet the specific requirements and timelines for each LOA, it is imperative HR tracks the correct process for each LOA outlined in this playbook.

Full definitions of Endeavor’s LOA policies in the U.S. can also be found in the Endeavor Handbook.

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Overview

+ Key Resources

- + **Total Rewards:** Mike Guerriero (Benefits), Alysia Meck (Benefits), De Brogan (HRIS), Bailey Scott (HR Operations), Kim Enold (IMG Payroll), Katie Schiller (WME Payroll)
- + **Employment Legal:** Hayley Macon (Americas)
- + **NY Life FMLA Resources:** 888.842.4462, www.myNYLGBS.com
- + **TELUS Health (EAP Service):** <https://one.telushealth.com> Username: endeavorUSA | Password: endeavor.
Or, call (844) 886-8509 24/7 for immediate assistance.

Overview

+ Reminders & Summary

- + Employees planning on taking a LOA must notify their HRBP and benefits team as soon as possible and contact NY Life.
- + Benefits coordinates the leave and payroll to place employee on Leave to ensure they are paid accordingly.
- + When an employee is out on Sick Leave longer than 3 business days, HR and benefits should be involved to monitor the potential need for a leave of absence and has the option to request documentation regarding the reason for extended sick leave.
 - + Once an employee's sick time extends beyond 5 business days, the employee should be contacted and encouraged to contact NY Life regarding a leave of absence claim.
- + If an employee fails to return to work after Leave period, there is a review process done by Benefits and NY Life to determine whether an employee has "abandoned" their job. If so, HR processes departure in Workday.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFIT ACCRUALS
FMLA	Employed for at least 12 months and worked 1,250 hours in the previous 12 months.	12 work weeks of leave during a 12-month period	Exempt: 6 weeks of pay	None
			Non-Exempt: Equivalent to 4 weeks of pay	
Parental	Employed for at least 12 months, regardless of gender	12 work weeks of leave during a 12-month period	18 weeks paid by the company offset with the state of CA, NY mandated weekly disability pay, and state mandated CA and NY state Paid Leave Benefit for birthing parent and 12 weeks for non birthing parent.	
		Birthing Parent: additional 6 weeks		
Company LOA	Any company approved leave where the employee is not eligible for FMLA	2 weeks; except as required for a reasonable accommodation due to disability	2 weeks	None
Workers' Compensation Disability	Please refer to applicable state law *worker' comp runs concurrently with FMLA	Please refer to applicable state law	Exempt: Unpaid, may use 3 sick days per week Non-Exempt: Unpaid, may use 3 sick or vacation days per week	
Jury Duty	Employee with jury duty notice	Time served on a jury	Paid full salary for actual time served	
Bereavement	Employee who needs to take time for immediate death in the family	3 days	Paid regular rate	



02

Types of Leaves of Absences

+ FMLA + PARENTAL + COMPANY LOA + WORKERS' COMPENSATION + JURY DUTY + BEREAVEMENT

LOA Type

+ Family Medical Leave

Endeavor offers a leave of absence to eligible employees that may need to take time away for work for any below reason. Reason to use FMLA (full definitions can be found in the Endeavor Handbook):

- + Birth or adoption of employee’s child
- + To care for an ill family member
- + Serious health condition
- + Qualifying emergency military leave
- + To care for a family member that is active military or a veteran who is ill

Employees are required to provide 30 days notices or as much notice as possible when 30 days is not practicable. Endeavor’s FMLA administration is outsources to NY Life. HR will partner with NY Life to determine and inform the employee of eligibility and provide the employee’s rights and responsibilities if approved. Employees may use vacation or sick time while on FMLA to continue pay during leave. If sick leave is extended, FLMA may be considered.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
FMLA	Employed for at least 12 months and worked 1,250 hours in the previous 12 months.	12 work weeks of leave during a 12-month period	Exempt: 6 weeks of pay Non-Exempt: Equivalent to 4 weeks of pay	None

LOA Type

+ Parental Leave

Endeavor allows eligible employees to take time off work for the birth or adoption of children, regardless of gender. All employees must notify HR as soon as possible or at least two months prior to the leave period. Please refer to the Endeavor Parental Leave Policy for more detail.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Parental	Employed for at least 12 months, regardless of gender	12 work weeks of leave during a 12-month period Birthing Parent: additional 6 weeks	18 weeks paid by the company offset with the state of CA, NY mandated weekly disability pay, and state mandated CA and NY state Paid Leave Benefit for birthing parent and 12 weeks for non birthing parent.	

LOA Type

+ Company LOA

Employees who are not eligible for leave under FMLA may be eligible for a company leave of absence for an employee’s own medical condition or for personal reasons. If possible, employees must provide at least 30 days advanced notice to their supervisors and HR. If use is for medical reasons, the employee must submit a written certification to HR from their healthcare provider that includes an estimated return-to-work date.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Company LOA	Any company approved leave where the employee is not eligible for FMLA	2 weeks; except as required for a reasonable accommodation due to disability	2 weeks	None

LOA Type

+ Workers' Compensation

Workers' compensation is granted in accordance with applicable state law if an employee experiences a work-related injury or illness. The company may also offer a modified workload in appropriate situations. Employees must provide HR with certification from a healthcare provider stating the work-related injury or illness.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Workers' Compensation Disability	Please refer to applicable state law *worker' comp runs concurrently with FMLA	Please refer to applicable state law	Exempt: Unpaid, may use 3 sick days per week Non-Exempt: Unpaid, may use 3 sick or vacation days per week	None

LOA Type

+ Jury Duty

Employees should present the jury notice to their supervisor and Human Resources immediately upon notification. If the employee is relieved from jury service within such time that they are able to work 3 or more hours of their shift, they are required to do so. Jury duty proof of service slips must be submitted to the employees Supervisor weekly to document their time. The employee’s Supervisor must forward the slips to payroll.

This LOA is available to all full-time regular and part-time regular employees immediately upon hire.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Jury Duty	Employee with jury duty notice	Time served on a jury	Paid full salary for actual time served	

LOA Type

+ Bereavement

Employees who need to take time off due to the death of an immediate family member should notify their supervisor and Human Resources immediately. The Company defines “immediate family member” as the employee’s spouse or domestic partner, parent, child or sibling; the employee’s spouse’s or domestic partner’s parent, child or sibling; the employee’s child’s spouse; and the employee’s grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee is similar to any of the above relationships. Employees may be required to furnish satisfactory evidence to support the time off.

All full time regular employees are eligible for Bereavement.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Bereavement	Employee who needs to take time for immediate death in the family	3 days	Paid regular rate	

LOA Type

+ Military Leave and Military Spousal Leave

Employees must notify Human Resources as soon as they know the required dates of service. In addition to any such leave which may be provided by the FMLA or other applicable federal or state law, an employee working an average of 20 or more hours per week, who is the spouse of a member of the United States Military who has been deployed during a period of military conflict, is allowed up to 10 days of unpaid leave to be used when the employee’s spouse is on leave from military service. Employees may request to substitute accrued paid leave for any unpaid portion of the military leave. Employees who take Military Leave may be required to provide documentation.

TYPE OF LEAVE	ELIGIBILITY	LEAVE ENTITLEMENT	PAYMENT	BENEFITS ACCRUAL
Military Leave and Military Spousal Leave	Employees on deployment or spouse of a military member who works an average of 20 hours per week	Military: Portion of Leave Spousal: 10 Days	Unpaid	



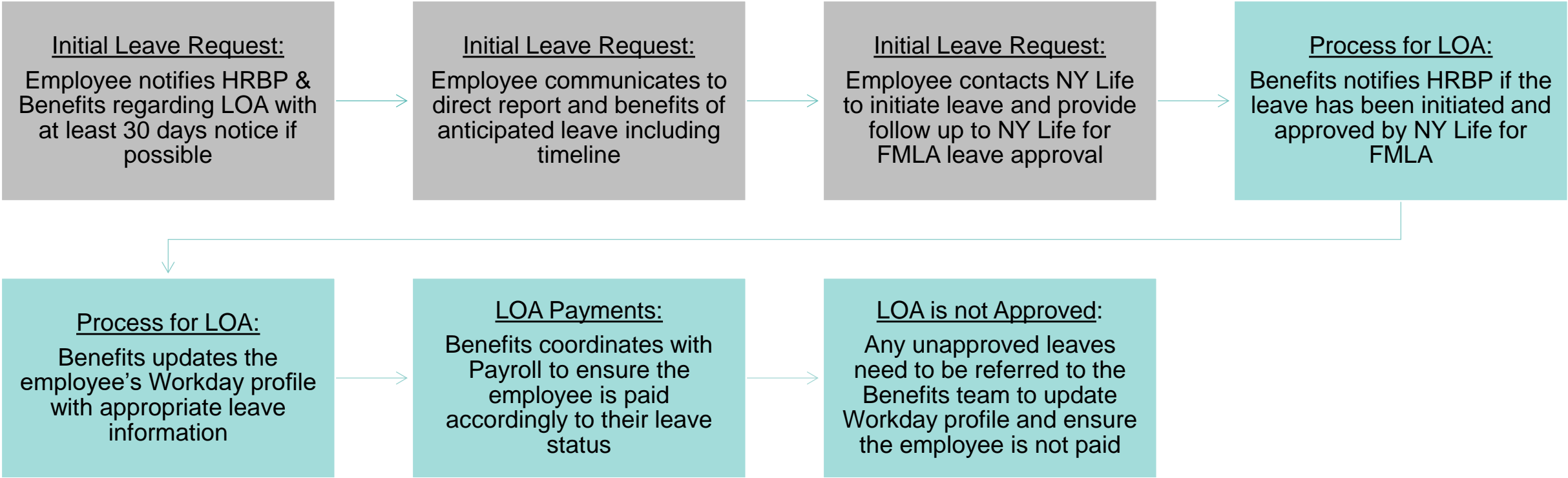
03

LOA Requests

+ REQUEST & RETURN FMLA + REQUEST & RETURN NON-FMLA

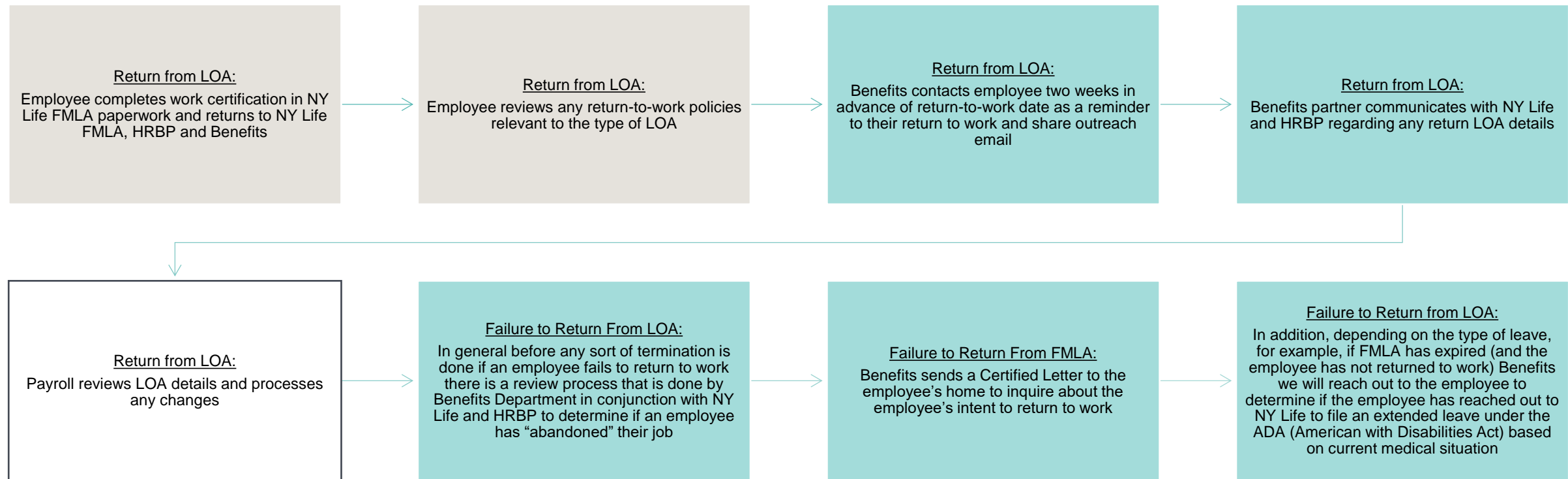
LOA Requests

+ Request (FMLA)



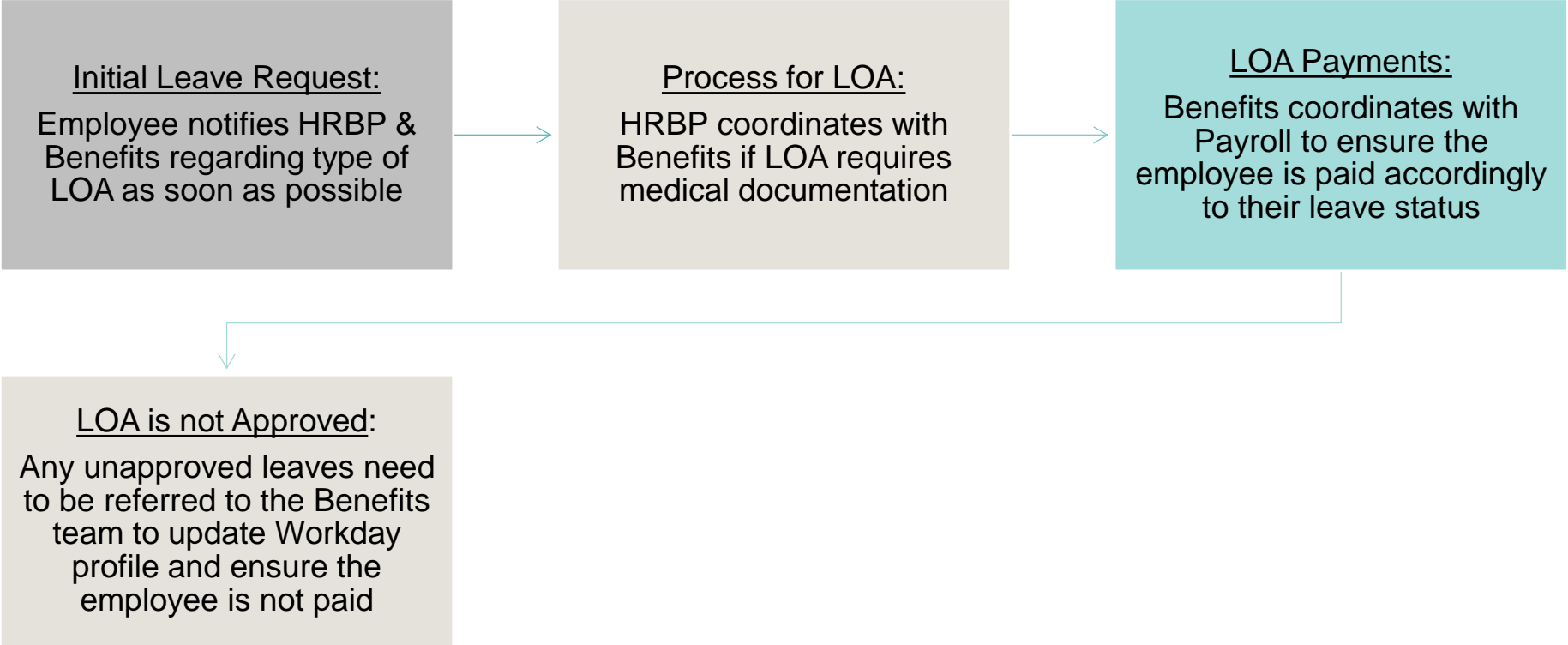
LOA Requests

+ Return From FMLA



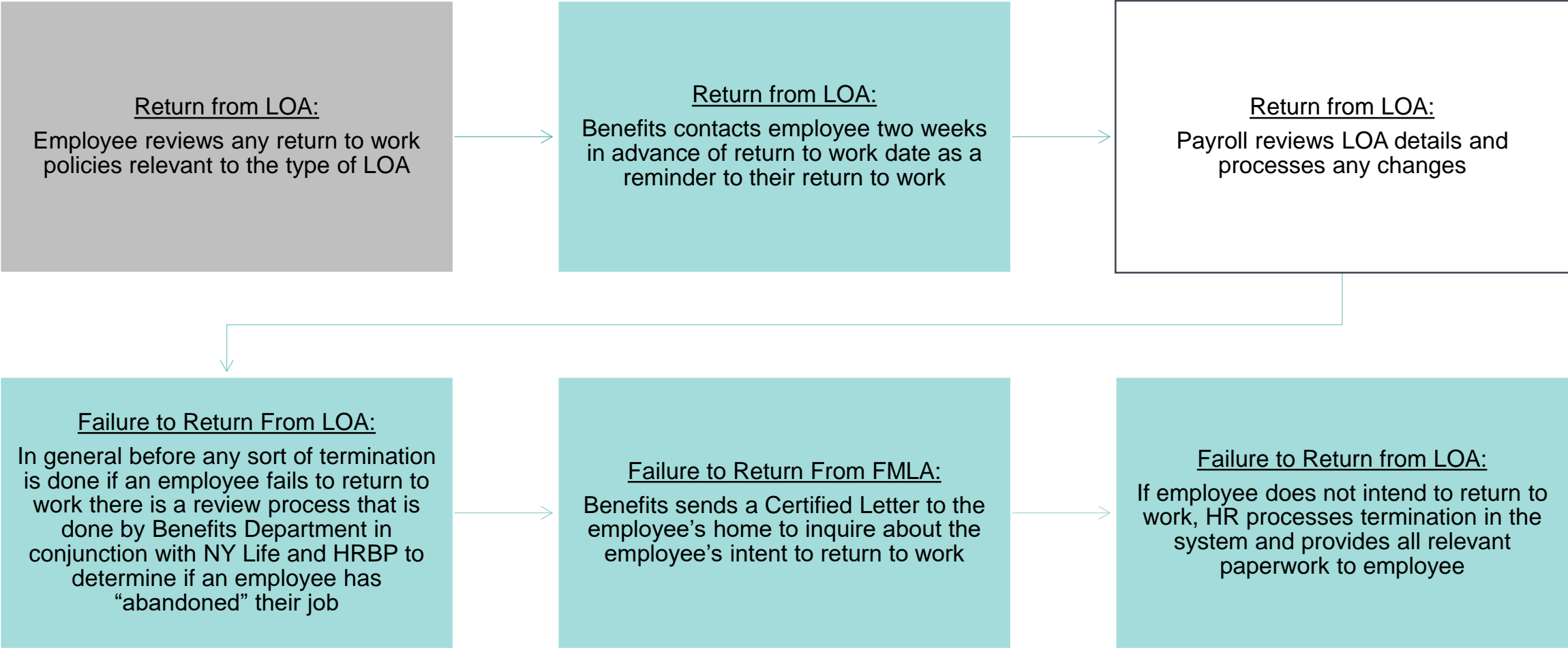
LOA Requests

+ Request (Non-FMLA)



LOA Requests

+ Return From Non-FMLA



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