

U.S. Leaves of Absence and Disability Insurance Guide

[Key Points and Terms](#)

[Types of Leave](#)

[Types of Income Protection](#)

[Employee Checklist](#)

[How to Complete
Your Timesheet](#)

[Leave of Absence and Disability
Insurance Process](#)

This guide applies to all regular full-time and regular part-time employees. Plans may vary by site contract, Service Contract Act or collective bargaining agreement.



Key Points and Terms

AECOM provides several types of leaves of absence and disability insurance as explained in the Employee Handbook. This guide contains important information about leaves of absence and disability insurance that are administered by The Hartford and monitored by the Leaves of Absence (LOA) team members.

Key terms	Key points when filing for a leave of absence or STD:
<ul style="list-style-type: none">• AECOM Field Services (AFS): a business group within AECOM• Construction Management (CM): a business group within AECOM (Tishman, Hunt and LBG)• Design Consulting Services (DCS): a business group within AECOM• Flexible Time Off (FTO): available to exempt employees in DCS and corporate — can be used for vacation and sick leave• Leave of Absence: an authorized leave from work that is unpaid• Paid Time Off (PTO): vacation and sick combined hours that are accrued by DCS and corporate regular full-time and part-time non-exempt employees and CM and AFS regular full-time and part-time exempt and non-exempt employees• Reasonable Accommodation (RA): a modification to the workplace that enables a qualified applicant or employee with a disability to perform the essential function(s) of their job and enjoy the same benefits and privileges of employment as their colleagues without disabilities do• Short- and Long-Term Disability Insurance (STD and LTD): wage replacement insurance providing partial pay for qualifying events• Waiting Period: the first 7 consecutive calendar days or 5 business days before disability payments begin; may be referred to as the elimination period	<ul style="list-style-type: none">• Exempt employees in DCS and corporate can use 40 FTO hours to receive pay during the waiting period before STD payments begin. If you work in the state of Colorado, please contact LOA@aecom.com for guidance during the waiting period.• Non-exempt regular full- and part-time DCS and corporate employees and regular CM and AFS employees (exempt and non-exempt) accrue PTO hours. These employees can use 40 hours of PTO to receive pay during the waiting period before STD payments begin.• Employees should contact The Hartford at 866.262.7316 or online to file for a leave of absence and STD described in this guide (except for Standby Leave and Reasonable Accommodation Leave).

Types of Leave

The following describes each type of leave, including the impact on your AECOM benefits.

See [page 6](#) for an employee checklist, tips and contact information.

Type	Impact on Benefits	Description
FMLA Leave (Family and Medical Leave Act)	<p>You pay only the employee contribution amounts, which is payable:</p> <ul style="list-style-type: none"> – By direct billing for continuous leave – By regular paycheck contributions for intermittent leave <p><i>HSA rules apply*</i></p> <p><i>Not eligible for dependent day care FSA** or commuter benefits***</i></p> <p><i>STD, LTD, Life and AD&D coverage continue while on approved leave</i></p>	<p>FMLA is available to any employee who has worked for AECOM for one year and has worked at least 1,250 hours in the last 12 months. This type of leave may be taken for the employee's own serious health condition, birth or adoption of a child or because of the foster care placement of a child; or to provide care for a spouse, domestic partner, child of a domestic partner or parent (or parent-in-law) who has a serious condition. Under unpaid FMLA (care for a family member), employees may use up to two weeks of FTO or PTO concurrent with FMLA. This type of leave shall be taken within one year of birth, adoption or placement of a child. The total combined time is 12 weeks (26 weeks for military FMLA leave). For details, refer to the FTO/PTO policy in the Employee Handbook.</p> <p><i>To file for intermittent leave, contact The Hartford either by phone or online. Intermittent leave is not coded as a leave in Workday. This is to allow intermittent leave employees to continue to have access to the system.</i></p>
Additional Family, Medical or Other Leave provided by State or City Law	<p>You pay only the employee contribution amounts, which is payable:</p> <ul style="list-style-type: none"> – By direct billing for continuous leave – By regular paycheck contributions for intermittent leave <p><i>Not eligible for HSA,* dependent day care FSA** or commuter benefits***</i></p> <p><i>STD, LTD, Life and AD&D coverage continue only while on approved leave</i></p>	<p>Some states offer paid and unpaid family leave benefits in addition to AECOM paid pregnancy and parental leave benefits. If you work in New York, contact The Hartford to apply for New York Paid Leave benefits. For all other states with paid family leave programs, contact The Hartford and your state agency.****</p> <p>To request intermittent statutory family leave, contact The Hartford and applicable state agency. Intermittent leave status is not entered into Workday to allow employees to have system access and benefit deductions.</p> <p>When you receive an approval from your state agency, email LOA@aecom.com with your approved dates of Statutory Leave.</p>
Military Leave	<p>You pay only the employee contribution amounts, which is payable:</p> <ul style="list-style-type: none"> – By direct billing for long-term military leave – By regular paycheck contributions for short-term military leave/training <p><i>STD, LTD, Life and AD&D coverage may be continued up to 12 weeks</i></p>	<p>An employee who serves in or joins the uniformed services shall be granted an unpaid leave of absence for up to five years in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).</p> <p>Short-Term: Members of Military Reserve Organizations ordered to temporary training duty are paid the difference between their straight time pay and their military pay, excluding travel allowances. Payment is made for up to 10 days of training in any one calendar year. Not coded as a leave in Workday.</p> <p>Long-Term: Active duty uniformed service members are eligible for differential pay for up to three months.</p>

***Health Savings Account (HSA)** contributions are not collected via direct bill. You may make after-tax HSA contributions directly to Bank of America Merrill Lynch and then adjust this contribution to pre-tax when filing your taxes as tax regulations allow. Consult with your tax advisor for more information. You may also adjust your HSA contribution amount through your payroll deductions when you return to work.

You may submit **Flexible Spending Account (FSA) expenses incurred up to your date of leave. You have 90 days after the calendar year end to submit a claim for reimbursement of health care FSA and dependent day care FSA expenses incurred while actively working.

***You have 30 days after the end of each month to submit **commuter benefit expenses** incurred while actively working during that month.

****As of October 2024.

Types of Leave (continued)

Type	Impact on Benefits	Description
Personal Leave	<p>You pay only the employee contribution amounts, which is payable by direct billing.</p> <p><i>HSA rules apply*</i></p> <p><i>Not eligible for benefits that are subject to "actively at work" requirement, including any life insurance, STD, LTD, dependent day care FSA** and commuter benefits***</i></p>	<p>Personal leave is temporary and unpaid leave, which may be taken under specific circumstances (e.g., to pursue education, for extended personal travel, to attend personal business). Allowable leave is a minimum of 30 days and a maximum of 120 days, pending approval.</p> <p>The form, provided by The Hartford, must be completed, signed and approved by your manager and HR Partner and then returned to The Hartford for further processing. Your claim will be denied by The Hartford if you fail to return the completed form.</p>
Standby Leave	<p>You pay only the employee contribution amounts, which is payable by direct billing.</p> <p><i>Not eligible for HSA,* dependent day care FSA** or commuter benefits***</i></p> <p><i>LTD benefits continue for 30 days after employee is placed on leave</i></p> <p><i>Life, AD&D and STD coverage may continue up to 180 days</i></p>	<p>Standby Leave is a company-directed, unpaid, temporary leave of absence in lieu of a layoff due to a slowdown in project or work activity. Leave is administered in 60-day periods. However, if you are not recalled within the first 60 days, and there is a business need to continue on standby, you may choose to accept another 60 days on Standby Leave by signing to extend the leave before the 60th day or you may choose to separate from employment, and severance will be paid according to policy. A Standby Leave extension requires approval from management and the business group's Human Resources Director but may not exceed a total of 120 days.</p>
Reasonable Accommodation Leave	N/A	<p>Provides eligible employees with a disability a temporary unpaid job-protected leave for medical reasons. "Disability" is defined under the Americans with Disabilities Act (ADA) as a physical or mental impairment that substantially limits one or more major life activities or having a record of such impairment. AECOM makes determination about reasonable accommodations on a case-by-case basis. For more information on AECOM's Reasonable Accommodations Policy or to apply for an accommodation, please refer to AECOM's Employee Handbook, reach out to Human Resources or contact the Reasonable Accommodation helpline at 877.653.5075 or reasonableaccommodations@aecom.com.</p>

***Health Savings Account (HSA)** contributions are not collected via direct bill. You may make after-tax HSA contributions directly to Bank of America Merrill Lynch and then adjust this contribution to pre-tax when filing your taxes as tax regulations allow. Consult with your tax advisor for more information. You may also adjust your HSA contribution amount through your payroll deductions when you return to work.

****You may submit Flexible Spending Account (FSA)** expenses incurred up to your date of leave. You have 90 days after the calendar year end to submit a claim for reimbursement of health care FSA and dependent day care FSA expenses incurred while actively working.

*****You have 30 days after the end of each month to submit commuter benefit expenses** incurred while actively working during that month.

******As of October 2024.**

Types of Income Protection

The following describes each type of income protection, including the impact on your AECOM benefits.

See [page 6](#) for an employee checklist, tips and contact information.

Type	Impact on Benefits	Description
Short- and Long-Term Disability (STD and LTD) Insurance	<p>You pay only the employee contribution amounts, which is payable:</p> <ul style="list-style-type: none">– By direct billing for the continuous period of time while receiving disability insurance payments. Benefit premiums cannot be deducted from any benefit payment, including STD payments. To continue your benefits while on an approved disability insurance claim from The Hartford, you must pay your benefits premiums by direct billing.– By regular paycheck contributions for intermittent disability. <p><i>Not eligible for HSA, * dependent day care FSA** or commuter benefits***</i></p>	<p>AECOM offers STD and LTD wage replacement insurance. Disability may run concurrently with FMLA.</p> <p>STD: The STD benefit begins after the waiting period (FTO or PTO may be used during the waiting period) and continues up to a maximum of 26 weeks from the date of disability. The STD benefit provides 100% of the employee's base pay for 6 weeks after the waiting period. After 6 weeks, the STD benefit provides 66.67% of the employee's base pay. Employees who work in the following states should file for paid medical leave (or temporary disability benefits) with the state: California, Colorado, Connecticut, District of Columbia, Massachusetts, New Jersey, Oregon, Puerto Rico, Rhode Island and Washington. Additional statutory programs are anticipated to become available. For employees who work in Hawaii and New York, The Hartford will assist with processing your claim. If you work in these states, your STD benefit will be offset (reduced) by what you are anticipated to receive from the state.</p> <p>LTD: The LTD benefit provides 60% or 66.67% (buy up option) of base annual earnings (subject to other offsets, such as Social Security disability payments and other individual disability insurance), up to \$15,000 per month. The benefits begin after the employee is disabled and unable to work for 26 weeks and may be payable up to Social Security normal retirement age. To receive this benefit, the employee must have enrolled in LTD coverage during Open Enrollment or as a new hire.</p> <p>There is no job protection beyond the 12 weeks under FMLA; however, disability insurance payments can continue if you have been approved for short-term or long-term disability insurance.</p>
Paid Parental or Pregnancy Program	<p>You pay only the employee contribution amounts, which is payable:</p> <ul style="list-style-type: none">– By direct billing for the continuous period of time while on paid parental or pregnancy program for birthing parents. Benefit premiums cannot be deducted from any benefit payment, including STD payments. To continue your benefits while on an approved paid parental program or on pregnancy disability benefits, you must pay your benefits premiums by direct billing.– By regular paycheck contributions for non-birthing parents and intermittent paid parental or pregnancy program. <p><i>Not eligible for HSA, * dependent day care FSA** or commuter benefits*** while on continuous leave</i></p>	<p>AECOM's paid parental and pregnancy leaves run concurrently with FMLA (if criteria are met), STD and any state disability insurance. For details, see the Parental Leave Checklist and Parental Leave FAQs at aecom.benefits.com.</p>

***Health Savings Account (HSA)** contributions are not collected via direct bill. You may make after-tax HSA contributions directly to Bank of America Merrill Lynch and then adjust this contribution to pre-tax when filing your taxes as tax regulations allow. Consult with your tax advisor for more information. You may also adjust your HSA contribution amount through your payroll deductions when you return to work.

You may submit **Flexible Spending Account (FSA) expenses incurred up to your date of leave. You have 90 days after the calendar year end to submit a claim for reimbursement of health care FSA and dependent day care FSA expenses incurred while actively working.

***You have 30 days after the end of each month to submit **commuter benefit expenses** incurred while actively working during that month.

Employee Checklist

Before a leave of absence or filing for a disability insurance claim, you should:

- Provide advance notification to your manager and HR Partner at least 30 days prior to your leave or disability start date or as soon as possible.
- Call The Hartford at 866.262.7316 to provide notice of your leave of absence or disability insurance claim (except for Standby Leave and Reasonable Accommodation Leave). You can also go online to file the claim at AbilityAdvantage.TheHartford.com.**
- Submit all documentation and paperwork to be eligible for pay for particular leaves and avoid any delay with the claim.
- Review state legislation for applicable state disability or leave benefits.
- To receive military leave differential pay, you must submit a case to Payroll through the **Employee Center portal or call 833.992.3266**. You must submit a copy of the military orders and the military leave and earnings statement (LES) within 30 days of the initial entry. **If no paperwork is received, company pay will be suspended until the orders and LES are received.**
- Email LOA@AECOM.com with any questions or for more information.

Tips to help ensure a smooth leave of absence or disability insurance claim for the first 5 business days:

- During the waiting period before STD payments begin, you may use FTO or PTO if you want to receive pay.
- Employees who work in the following states should file for paid medical leave (or temporary disability benefits) with the state: California, Colorado, Connecticut, District of Columbia, Massachusetts, New Jersey, Oregon, Puerto Rico, Rhode Island and Washington.* Additional statutory programs are anticipated to become available. For employees who work in Hawaii and New York, The Hartford will assist with processing your claim.
- You must submit any necessary documents or information to The Hartford before, during and after your leave (e.g., baby's birthdate or last day worked).
- If any changes occur, anticipated or unexpected, you must notify The Hartford as soon as possible — especially when there is a change to your leave dates.
- If you have a dependent day care FSA, you are eligible to submit expenses incurred up to your date of leave. You have **90 days from the end of the calendar year** to submit a claim for reimbursement of those expenses.
- If you are enrolled in AECOM benefits, you will receive your first direct bill, with instructions on how to make payments, approximately 10 days after the leave is entered in Workday. Bills may also be viewed and paid at myaecombenefits.com.

When you return to work or when your Family Medical Leave (FML) expires:

If you are out for your own medical condition, complete the following steps PRIOR to your leave expiration date:

- Have your health care provider complete the AECOM Return to Work Release provided by The Hartford and email a copy to your HR business partner and to LOA@aecom.com PRIOR to returning to work. If your release has restrictions, you must contact your Human Resource business partner to begin the review process PRIOR to returning to work and prior to your leave expiration date.
- If your leave expired and you are not able to return to work, you must notify LOA@aecom.com PRIOR to your leave expiration date.
- Call **The Hartford at 866.262.7316** to inform them of your return-to-work date.
- Email your return-to-work date to LOA@AECOM.com.
- Enroll or re-enroll in commuter benefits and the dependent day care FSA.
- You may adjust your HSA contribution and 401(k) contribution amounts.
- It is important to review your benefits upon returning from a leave of absence. Some benefits require re-enrollment. For more information, contact the **AECOM Benefits Service Center at 844.779.9567**.

When your FMLA expires and you are not able to return to work:

- Contact the Reasonable Accommodation helpline or HR to apply for a Reasonable Accommodation. See page 9 for more information.

*States as of October 2024.

How to Complete Your Timesheet

Follow the instructions below for your business group and type of time away from work. Keep in mind that the timesheet requirements may vary by site contract, Service Contract Act or collective bargaining agreement.

If you are on an approved disability claim and receiving disability payments during one of the company paid holidays, you will receive pay from The Hartford (not from AECOM).

Type	Instructions
Short-Term Disability (STD)	<p>STD Waiting Period: For DCS and Corporate exempt employees: Use FTO for your STD waiting period. For exempt and non-exempt employees in CM and AFS and DCS non-exempt employees: This waiting period is unpaid, but you may elect to use accrued/unused PTO or legacy sick leave hours during this time. Employees working in Colorado should not use FTO/PTO during the waiting period, as there is no waiting period for Colorado FAMLI benefits. Please contact LOA@aecom.com for instructions.</p> <p>Exempt: If your disability insurance payments start at the beginning of the work week (defined as Saturday through Friday), you do not need to submit a timesheet. For the waiting period, if your last day worked is in the middle of a week, for the second week only, you must submit a manual timesheet for the FTO hours only by creating a ticket going to the Employee Center using the following steps: Employee Center > Submit a Request > Employee Services > Payroll & Time Recording > Timecard Assistance.</p> <p>If you worked no hours in a work week (defined as Saturday through Friday), you do not need to submit a timesheet.</p> <p>CM: You may supplement your STD benefits with PTO or legacy sick hours when your STD benefits become payable at 66.67%. In this case, contact your payroll manager (Tishman: Michelle.White@AECOM.com, Hunt/LBG: Grace.Doble@AECOM.com).</p> <p>Non-Exempt: If you worked no hours in a work week, you do not need to complete a timesheet unless you elect to use accrued/unused PTO or legacy sick leave hours.</p> <p>If your last day worked or your first day returning to work is in the middle of a work week, you must complete a timesheet for the hours you worked.</p> <p>If you are using PTO to supplement your STD benefits, your timesheet needs to reflect 2.75 hours/day of PTO.</p> <p>Legacy or Heritage Sick Leave: If you have a legacy sick leave balance, you may supplement your disability insurance payments when they become payable at 66.67%.</p> <p>STD/Pregnancy: Once the baby is born, there is no need to complete a timesheet as you will receive 100% of your base pay for a total of 8 weeks. You will also receive an additional 4 weeks of parental leave benefits at 100% of base pay.</p>
Long-Term Disability (LTD)	You do not need to complete a timesheet.

How to Complete Your Timesheet (continued)

Type	Instructions
Unpaid Leaves (such as FMLA to care for a family member with a serious injury or illness)	<p>Continuous: You do not need to complete a timesheet unless you want to use FTO or PTO for the first 2 weeks of leave.</p> <p>DCS and Corporate Exempt: You can use up to 2 weeks of FTO and legacy sick leave while on leave.</p> <p>Exempt CM and AFS and Non-Exempt: You can use PTO or legacy sick leave while on leave.</p> <p>Intermittent*:</p> <p>DCS and Corporate Exempt: If you are FTO eligible, you may use up to two weeks of FTO for intermittent FML usage. After using all available FTO time, please use the following LWOP code:</p> <p>Exempt Corporate — charge code: 03001001 (LWOP), Task: 81 (Medical), Type: Approved LWOP</p> <p>Exempt DCS — charge code: 04101001 (LWOP), Task: 81 (Medical), Type: Approved LWOP</p> <p>Exempt CM and AFS: If you are PTO eligible, you may use accrued PTO. After using available PTO, please use the following LWOP code:</p> <p>Exempt CM — charge code: 05191001 (LWOP), Task: 81 (Medical), Type: Approved LWOP</p> <p>Non-Exempt: If you are PTO eligible, you may use accrued PTO. Otherwise, do not submit any hours when using FML intermittently.</p>
Personal Leave	You do not need to complete a timesheet.
Parental Leave	See the Parental Leave Checklist and Parental Leave FAQs at aecom.benefits.com .
Military Leave – Reserve Training – 10 Days or Less	<p>Once your leave starts, complete your timesheet(s) as follows:</p> <p>Exempt: If you work a partial week, complete a timesheet for LWOP (Leave without Pay hours) for the hours you did not work.</p> <p>Exempt Corporate — charge code: 03001001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Exempt DCS — charge code: 04101001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Exempt CM — charge code: 05191001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Non-Exempt: You do not need to submit a timesheet if you go on leave at the beginning of a work week. If you work a partial week, submit a timesheet for hours worked.</p>
Military Leave – Reserve Training – More than 10 Days	<p>DCS and Corporate: For exempt employees, if your leave starts at the beginning of the week, you are not required to complete a timesheet; however, if you work a partial week, you must submit a manual timesheet for only the hours worked by creating a ticket going to the Employee Center using the following steps: Employee Center > Submit a Request > Employee Services > Payroll & Time Recording > Timecard Assistance.</p> <p>CM: If your leave starts at the beginning of the week, you are not required to complete a timesheet. If you work a partial week, contact payroll to submit that week on your behalf.</p> <p>Non-Exempt: You do not need to submit a timesheet if you go on leave at the beginning of a work week. If you work a partial week, submit a timesheet for hours worked.</p>
Military Leave – Active Duty	<p>DCS and Corporate: For exempt employees, once your leave starts, if your leave starts at the beginning of the week, you are not required to complete a timesheet; however, if you work a partial week, you must submit a manual timesheet for only the hours worked by creating a ticket going to the Employee Center using the following steps: Employee Center > Submit a Request > Employee Services > Payroll & Time Recording > Timecard Assistance.</p> <p>CM: If your leave starts at the beginning of the week, you are not required to complete a timesheet. If you work a partial week, contact payroll to submit that week on your behalf.</p> <p>Non-Exempt: You do not need to submit a timesheet if you go on leave at the beginning of a work week. If you work a partial week, submit a timesheet for hours worked.</p>
Reasonable Accommodation Leave	You do not need to complete a timesheet.

*If you are PTO eligible and eligible for an intermittent state benefit, reach out to LOA@aecom.com on how to complete your timesheet.

Leave of Absence and Disability Insurance Process

Paid Parental Leave Process:

- ✓ Employee contacts The Hartford to request dates of paid parental leave.
- ✓ Employee provides date of birth or placement and proof of birth (may use hospital issued letter/certificate), adoption or foster care to The Hartford.
- ✓ Employee provides the dates they plan to take parental leave to The Hartford. Parental leave must be taken in full-day (8-hour) increments (prorated for employees on part-time schedule).
- ✓ Employee must notify The Hartford if scheduled dates of leave change. Failure to notify The Hartford in a timely manner may result in a delay of benefit payments until their leave has been approved by The Hartford.
- ✓ For timesheet instructions, see the [**Parental Leave Checklist**](#) and [**Parental Leave FAQs**](#) at aecom.benefits.com.
- ✓ Non-exempt employees do not need to complete a timesheet.
- ✓ The Hartford notifies AECOM LOA Team of status once approved.
- ✓ AECOM LOA Team notifies payroll to pay the paid parental leave.

Pregnancy Leave Process:

- ✓ Employee contacts The Hartford to apply for leave. Pregnancy leave, STD and FML are reviewed at the same time, although the determination and duration date for each may vary.
- ✓ Employee provides baby's birthdate and other information as requested to The Hartford.
- ✓ The Hartford provides periodic updates on pregnancy leave and STD claim status to AECOM LOA Team. STD becomes effective when the claim is approved by The Hartford. STD payments are issued by The Hartford.
- ✓ See [page 7](#) for timesheet instructions.
- ✓ Employees enrolled in AECOM benefits receive their first direct bill, with instructions on how to make payments, approximately 10 days after the leave is entered in Workday. Bills may also be viewed and paid at myaecombenefits.com.

STD Insurance Process:

- ✓ Employee contacts The Hartford to apply for STD. FML and STD claims are reviewed at the same time, although the determination and duration date for each may vary.
- ✓ Employee calls The Hartford with last day worked.
- ✓ The Hartford notifies AECOM LOA Team members of status once approved.
- ✓ STD becomes effective when the claim is approved by The Hartford. STD payments are issued by The Hartford.
- ✓ See [page 7](#) for timesheet instructions.
- ✓ Employees enrolled in AECOM benefits receive their first direct bill, with instructions on how to make payments, approximately 10 days after the leave is entered in Workday. Bills may also be viewed and paid at myaecombenefits.com.

Reasonable Accommodation Leave Process:

- ✓ Employee contacts Human Resources or the Reasonable Accommodation helpline at 877.653.5075 or reasonableaccommodations@aecom.com.
- ✓ Have a discussion with Human Resources about your leave. Be prepared to provide enough information to demonstrate your disability.
- ✓ You may be given a form to be completed by your health care provider.
- ✓ The request will be evaluated and the results will be communicated to you.
- ✓ If approved, your supervisor will be notified regarding the reasonable accommodation without revealing your medical condition.