



U.S Leave of Absence **COMPLETE GUIDE**

Introduction



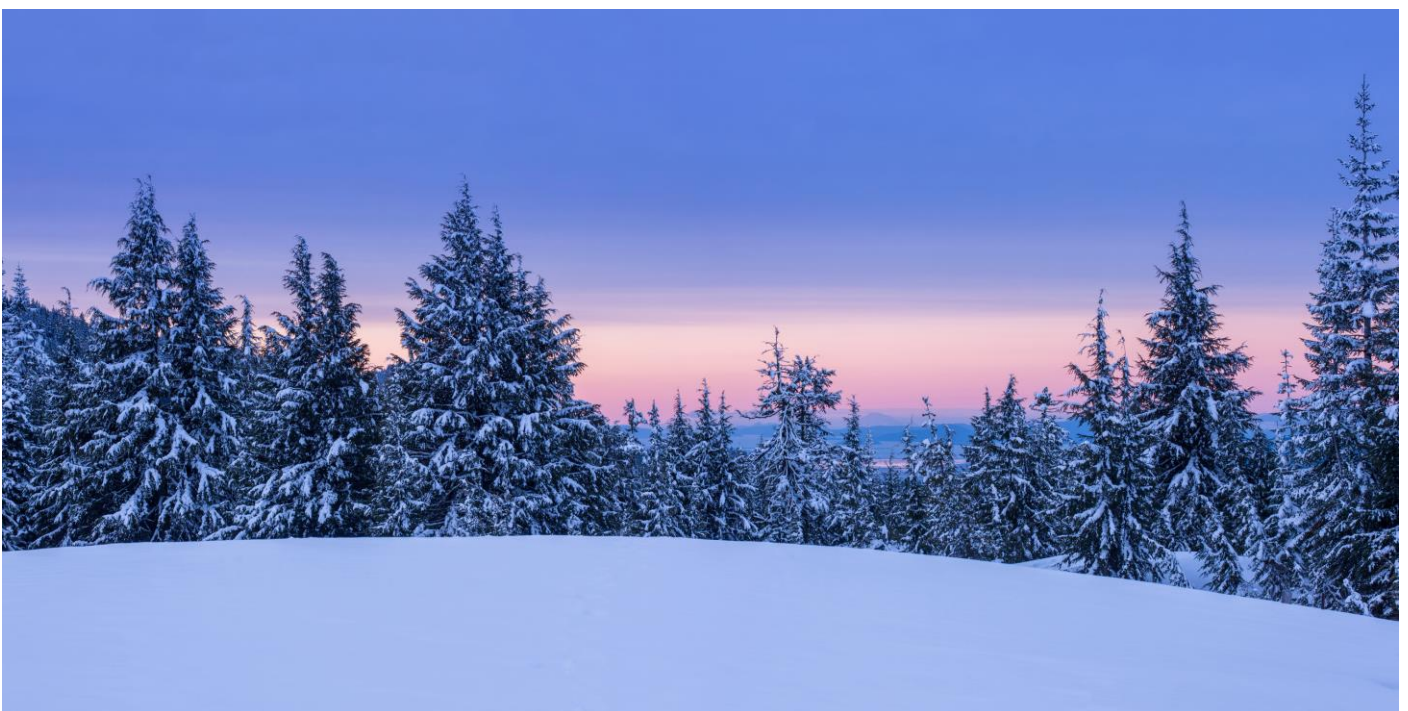
Taking extended time away from work—whether for health or family needs, service to our nation or some other reason—can raise a lot of questions. Cision has assembled resources to help you understand leaves of absence and guide you through the steps to take before, during and after your leave.

This information is a summary. If there are any differences between this page and Cision policy, the relevant Cision policy will govern.

Initiating a Leave of Absence

If you're considering requesting a leave of absence, here are the steps you should take:

- Report your upcoming or current absence for leave or disability to your Manager and the [Cision Benefits Team](#).
- For more details, review this guide thoroughly
- Once you're ready to file, To report an absence or disability you can either:
 - **Call** 877-FOR-PRU1 (877-367-7781) 8:00AM-11:00PM EST Monday-Friday. You can speak to one of our absence professionals or follow the prompts to record your absence or disability information.
 - **Log in** to www.prudential.com/mybenefits. Click on "Claims and Absence" and then "File a Claim / Report an Absence." There, you can input your information and download any forms you may need.



What to Know About FMLA

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with time to take unpaid leave for specified family and medical situations, including for your own health condition or for taking care of someone else.

FMLA provides job protection for an employee who:

- Is a regular full-time or part-time employee
- Has been employed by Cision for at least 12 months (not necessarily consecutive months)
- Completed at least 1,250 hours of work within the 12 consecutive months immediately before the first day of leave.

FMLA runs concurrently with the Cision leaves described in this document. California and many other states offer additional leave benefits for eligible employees. If you live in a state with its own law, the law that is most favorable to you (either federal or state) will apply.



Types of Leave - Medical

Benefit Plan	Who it's For	Time Available	Pay and Benefits
Medical Leave	<p>You can take a medical leave if you need to take time off for longer than five business days due to your own serious health condition, including pregnancy and postpartum recovery. You must be a regular full-time employee who meets the eligibility requirements for short-term disability (STD) benefits. You'll need to provide medical documentation of your need for leave.</p>	<p>Not to exceed 180 days, based on your doctor's documentation of your disability.</p> <p>Birth mothers receive 8 weeks of pregnancy and postpartum recovery regardless of delivery type. This is separate from the additional 8 weeks of parental bonding leave that birth mothers are eligible for.</p>	<ul style="list-style-type: none"> • Week 1 – Elimination Period • Weeks 2 - 14 - 100% of weekly earnings* • Weeks 15 – 26: 66.66% of weekly earnings* <p>Your contributions for medical, dental, and vision coverage, supplemental life and AD&D, and voluntary benefits will be deducted from your STD payment.</p>
Parental Bonding Leave	<p>If you've recently become a new parent, you can take time off after your child's birth, adoption or foster care placement. You must be a regular full-time employee, and you'll need to provide proof of your child's birth or placement.</p>	<p>You can take up to 8 weeks of paid parental bonding leave, taken within 6 months of the birth/placement of your baby. This is separate and in addition to the 8 weeks of medical recovery leave and childbirth-related recovery leave for birth mothers.</p>	<p>You'll receive payments equal to 100% of your salary for up to 8 weeks, reduced by the amount of any state-paid benefits you receive.</p> <p>Your contributions for medical, dental, and vision coverage, supplemental life and AD&D, and voluntary benefits will be deducted from your paid parental leave payment</p>
Organ or Bone Marrow Donation Leave	<p>You can take time off to donate an organ or bone marrow.</p> <p>You'll need to provide medical documentation of your need for leave</p>	<p>Up to 30 days during a 12-month period to donate an organ; up to five days during a 12-month period to donate bone marrow.</p>	<p>100% of your salary during both leaves.</p> <p>Your contributions for medical, dental, and vision coverage, supplemental life and AD&D, and voluntary benefits will be deducted from your paid parental leave payment</p>

Leave of Absence - Military

Benefit Plan	Who it's For	Time Available	Pay and Benefits
Military Leave	You can take a military leave if you're called for active duty or reserve training for any branch of the U.S. Armed Forces, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state laws.	Up to five years, in accordance with USERRA.	You're granted unpaid leave up to five years in accordance with USERRA. Your benefits continue for up to 12 months. Your contributions for medical, dental, and vision coverage, supplemental life and AD&D, and legal insurance must be paid directly to Cision to stay active.
Military Family Leave	You can take a military family leave if you are a regular full-time employee and need time off to address exigencies that arise when an immediate family member is on active duty or has been notified of an impending call to active duty in a foreign country, or to care for an immediate family member or next of kin who sustained or aggravated a serious injury or illness in the line of duty.	Up to 12 weeks within a 12-month period, taken continuously or intermittently. The amount of time that is eligible for income-replacement payments varies by state.	You'll be granted unpaid leave under Cision's FMLA policy or your state's family care leave laws. Your contributions for medical, dental, and vision coverage, supplemental life and AD&D, and legal insurance must be paid directly to Cision to stay active.

Leave of Absence – Unpaid Personal

Benefit Plan	Who it's For	Time Available	Pay and Benefits
Unpaid Personal Leave	If you want to take time away from Cision for personal reasons, you may request an unpaid personal leave. You are eligible if you've worked at Cision for more than 12 months, you're in good standing with the company, and the business can accommodate your request. You also must have exhausted your accrued paid time off balance, and there is no other time off plan you can leverage.	Up to 6 weeks of continuous unpaid time off.	You'll be granted unpaid leave under Cision's PLOA policy. Your contributions for benefits must be paid directly to Cision to stay active.

Your Benefits Premiums During Leave

For eligible paid leaves approved by Prudential, your benefit premiums will be withheld from your leave benefit pay.

For unpaid leaves, you will be required to pay Cision your benefit premiums to stay active. Please reach out to the Cision Benefits Team at employeebenefits@cision.com for details on how to pay your premiums. For medical leaves longer than 3 months, your benefits are effective for 6 full months from the date of disability. After 6 months, you will be moved to COBRA benefits. For detailed information on the impact of all your benefits and compensation for each type of leave, review the [benefits impact during a leave of absence summary](#).

Your Benefits Changes During Leave

In the case that your leave is a benefit eligible life event (birth of a child), remember you have 31 days from the date of your life event to make changes to your benefits. Please reach out to the Cision Benefits Team at employeebenefits@cision.com if you have any questions. For detailed information, please review [Benefits Impact During a Life Event](#).



