

CWA District 7 RFI Response:

Answers to the key questions you have related to pay and attendance occurrences are below (these answers reference PTO since they are written to cover all union-represented employees regardless of bargaining unit):

Q1: How will attendance issues be handled for employees who fall ill due to the Coronavirus?

A: Employees that fall ill due to Coronavirus will be treated under their respective collective bargaining agreements and the Short-Term Disability (STD) Plan, if eligible. For the most part, approved STD cases do not count as an absence occurrence because they fall under the Family Medical Leave Act (FMLA). However, if the employee has exhausted FMLA or otherwise not eligible, there is no plan for an absence occurrence to trigger any corrective action. Additionally, absences from work due to quarantine (when medically-required) are not treated as absence occurrences.

Q2: How will attendance issues be handled for employees who have family members who fall ill due to the Coronavirus?

A: Depending upon the circumstances, there are a number of provisions that may apply:

- Family Medical Leave Act (FMLA)
- Liberal use of PTO/vacation/PDP/personal holidays
- Excused unpaid time
- Short-Term Disability Benefits
- State and Local Sick & Safe laws/ordinances
- Notify CenturyLink via an [HR ticket](#) if you or a member of your household receive a positive diagnosis for COV-19.
- As noted above in Q/A1, absences subject to quarantine do not count as occurrences under the Company's attendance policy.

Q3: What options are available to employees regarding their ability to stay at home, without the fear of being disciplined or losing pay, if they suspect they have the Coronavirus?

A: If employees suspect they have the Coronavirus, contact a medical professional for evaluation and guidance. Employees should follow appropriate state and local health measures, notify their supervisor as to the basis of their absence and do not report to work if you have tested positive for COVID-19. Depending upon the circumstances, there are a number of provisions that may apply:

- Family Medical Leave Act (FMLA)
- Liberal use of PTO/vacation/PDP/personal holidays
- Excused unpaid time
- Paid/unpaid illness absence time (depends on whether the employee's collective bargaining agreement offers such time)
- Short-Term Disability Benefits
- State and Local Sick & Safe laws/ordinances
- As noted above in Q/A1, absences subject to quarantine do not count as occurrences under the Company's attendance policy.

Q4: How will absences and pay be impacted if my child's school is closed for precautionary reasons or by order of the Government?

A: For school closures, employees should work with their supervisors to determine whether to utilize PTO/vacation/personal days/personal holidays/excused unpaid time or whether a state law covering such absence may be applicable (e.g., Minnesota). Additionally, CenturyLink recently rolled out a new benefit, Care@Work, which offers assistance with regular, long-term and unplanned care needs for yourself, children, parents, pets and home. All full-time U.S. employees have up to 5 days per year of subsidized backup care (child or adult). An employee can use backup care if their child's school has a closure due to Coronavirus or other reasons. A "day" qualifies as a minimum of four hours/maximum of 10 hours for in-home care or one day (per child) at a daycare center. The cost is \$2/hour for in-home backup care (child or adult) and \$5 per child, per day, at a daycare center. For more information, visit the [Care@Work page](#) on InsideLink or CenturyLink.com/CareAtWork.