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Frequently Asked Questions for U.S. and Puerto Rico DXC employees regarding DXC's Parental Leave policy

Overview

- **What is DXC's Parental Leave policy?**

Effective April 1, 2022, U.S., and Puerto Rico DXC employees of any gender who qualify for FMLA are eligible for up to eight weeks of paid leave if they expand their current families through birth, adoption, surrogacy placement, or foster care of a new child up to the age of 18.

Eligibility

- **How do I know if I'm FMLA eligible?**

You are eligible for a FMLA job-protected Leave if (i) you have been employed by DXC for at least twelve (12) months in the last seven (7) years (the 12 months need not be consecutive); and (ii) you have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the Leave.

- **How do I know if I'm an eligible employee for this new policy?**

If you are a U.S. or Puerto Rico employee being paid by U.S. Payroll and you satisfy all FMLA requirements, you are eligible for Parental Leave.

- **I am an International Assignee, does this policy apply to me?**

If you are being paid by U.S. payroll and satisfy all other eligibility requirements you are eligible for Parental Leave.

- **Does Parental Leave apply to Luxoft employees?**

No, Luxoft has its own Leave policies.

Requesting a Leave of Absence (LOA)

- **How/where do I apply for Parental Leave?**

Please contact The Hartford, DXC's Leave Administrator, to request a Leave of Absence. You can contact The Hartford at 1-888-977-8768, Monday – Friday, 8am – 9pm Eastern Time or www.TheHartford.com/mybenefits

- **How soon should I start the Leave process?**

When possible, you should initiate your Leave at least thirty (30) days prior to the estimated start date of your Leave of Absence (LOA).

- **When/how do I notify my manager?**

We suggest having a conversation with your manager at the same time you start the Leave process (a minimum of thirty (30) days prior to the start date of your LOA).

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- **Does my manager have to approve my Parental Leave request?**
No. As DXC's LOA Administrator, The Hartford is responsible for ensuring policy eligibility and approval. However, we encourage you to discuss your Leave with your manager.
- **Is my manager aware of this new policy?**
Yes. Managers have been notified of this new policy.
- **Will Hartford notify my manager about my request for Parental Leave?**
Yes. Once a Leave request has been submitted to The Hartford, a determination notification is sent to both your manager and DXC's HR Shared Services Team.
- **How do I submit a claim for Short-term Disability (STD) benefits?**
The Hartford administers DXC's STD benefits as well as Leaves of Absence. If you are enrolled in one of DXC's STD plans, The Hartford will coordinate both your STD claim and Leave of Absence once you contact them.

Job status

- **Is my job protected while I'm on Parental Leave?**
Yes, while you are on an approved FMLA and/or Parental Leave, your job is protected.
- **My child's other parent is also a DXC employee – are we both eligible to take Parental Leave?** Yes.
You may each take up to eight (8) weeks of paid Parental Leave.

Policy parameters

- **I expanded my family in 2022, but before April 1, 2022. Does DXC's new Parental Leave apply to me?** Yes. If you welcomed a child(ren) into your family on or after January 1, 2022, and you meet the eligibility requirements for FMLA, you are eligible for Parental Leave. If you wish to request paid Parental Leave, contact The Hartford.
- **What if I took unpaid time off when I expanded my family earlier this year, can I now be paid for my previous unpaid time off?**
No. Paid Parental Leave is prospective only. Although you cannot be paid for prior time off, if you welcomed a child(ren) into your family on or after January 1, 2022, and you meet the eligibility requirements for FMLA, you are eligible for the full eight (8) weeks of paid Parental Leave.
- **If I expand my family more than once this year, am I eligible for more than eight (8) weeks of Parental Leave?**
No. You may not use more than eight (8) weeks of paid Parental Leave in any rolling 12-month period. Rolling 12-month periods apply the "look-back rule". This means that the 12-month period looks back from the last date Parental Leave was taken.
- **If I want to take my Leave in one-week increments versus all at once, how will that work?**
In addition to contacting The Hartford, you should also coordinate with your manager, so they are aware of your scheduled absences.
- **Does Parental Leave differ by state?**
No, DXC's Parental Leave Policy offers eight (8) weeks of paid time off regardless of your location.

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Pay

- **How much of my time off will be paid?**

Eligible employees can take up to eight (8) weeks of paid Parental Leave under this new policy. Depending on your circumstances, you may be eligible for additional paid time off, e.g., Short-term Disability (STD), Sick Leave, and/or Flexible Vacation. In addition, state Paid Family Leave (PFL) may apply if you work in a state that offers PFL.

- **Can I use my Sick Leave?**

- **Birth mothers** may use accrued Sick Leave while you are disabled from working. If you are eligible for Short-Term Disability, you may use Sick Leave or approved Flexible Vacation until your waiting period (either 7 or 30 days, based on your enrollment) has been satisfied or the date of delivery, whichever comes first.
- **Non-birth parents** may use any accrued Sick Leave while the birth mother is in the hospital.

- **Can I use Flexible Vacation?**

Yes. However, unlike Parental Leave, Flexible Vacation requests must be pre-approved by your manager, if possible, at least two weeks in advance.

- **Is there a limit to the amount of Flexible Vacation I can take?**

Yes. Per policy, Flexible Vacation cannot be taken for more than ten (10) consecutive workdays at a time, after which you must be actively back at work for at least twenty (20) consecutive workdays before you can request/take additional vacation time off.

- **What is my compensation while on Parental Leave?**

While recording Parental Leave, accrued Sick Leave and/or Flexible Vacation, you will receive 100% of your standard/base pay rate, less withholdings for taxes and benefits.

- **What about Short-term Disability?**

If you are the birth mother and are enrolled in one of DXC's Short-term Disability (STD) Plans, you will be eligible for STD benefits for the period you are deemed disabled/unable to work.

- **How will I know how to record my time?**

The Hartford will provide instructions on time recording.

Benefits

- **What happens to my benefits while I'm on Parental Leave?**

If you are receiving a DXC paycheck, your benefit premiums will be deducted from your pay.

- **What if I want to take some time off that is unpaid?**

If you are not receiving a DXC paycheck, to maintain benefit coverage, you will be responsible to pay your portion of benefit premiums (your regular per paycheck deductions).

- **How do I pay for my benefits if I'm not receiving a DXC paycheck?**

You will receive information from the DXC Benefits Center. This information will provide details regarding what you owe, when payment is due, and how payment can be made.

Additional questions

- **I didn't realize I needed to enroll in Short-term Disability (STD) to receive pay/income replacement while I am disabled from working. Can I enroll in STD now?**

If you previously waived STD, you may elect it during DXC's Annual Benefits Enrollment or when registering a Life Event, e.g., a birth, a marriage, divorce, etc.

- **If I apply for STD at the next opportunity, will it be automatically approved?**

No. Because you did not elect STD when first eligible, you will be required to complete an Evidence of Insurability (EOI) application and your enrollment request will need to be approved by The Hartford.

- **What is an Evidence of Insurability (EOI) application?**

The EOI application asks questions about your medical history, current health, medical conditions, diagnoses, medications, types, and dates of treatment, treating Physicians or clinics etc.

- **Why is this information needed?**

Information gathered during the EOI process is used to verify whether you meet the definition of good health.

- **Can my EOI/request to now add STD be denied?**

Yes. If STD is elected when first eligible, STD coverage is guaranteed. Once waived, STD elections require EOI review and approval.

If you have any questions after reading the policy, the FAQs and reaching out to The Hartford, you may submit a request through [HRConnect](#).