Maternity Leaves
What We’ll Cover Today

- How much time off can I take? What is job protected?
- What’s the difference between a Leave of Absence and Disability?
- The process to coordinate your Leave of Absence
- Tools, Resources and other Benefits
- Questions
How much time off can I take?

- The duration of your leave and job protection rights may depend on your years of service and hours worked prior to the start date of your leave.

- Your own medical condition and when you actually have your baby
  - When determining your time off prior to the birth of your baby, your dates are tentative and are not finalized until you have your baby

- All regular FT and PT employees are eligible for a medical disability leave due to pregnancy (Pregnancy Disability Leave, Gap & State policies)

- All regular FT employees are eligible for additional time to care for your newborn under Gap’s Parental Bonding Leave (12 weeks)
# Leave of Absence Policy for Pregnancy Disability and to Care for your Newborn

## Eligibility Requirements, Reason, Duration, and Relationship to Other Leaves

<table>
<thead>
<tr>
<th>Leave of Absence Policy</th>
<th>Eligibility Requirements</th>
<th>Reason for Leave</th>
<th>Duration/Leave Entitlement</th>
<th>Relationship to Other Leaves</th>
</tr>
</thead>
</table>
| **Family and Medical Leave of Absence (FMLA)** | • Regular FT and PT  
• 12 months service  
• Worked at least 1250 hours during the 12 month period immediately preceding the start of the leave | Disability due to pregnancy and to care for a newborn child | 12 weeks in a rolling 12 month period  
Care for Newborn Child must be taken during the first 12 months of baby’s birth | Runs concurrent with PDL, Gap Medical Leave Policy, and any federal, state or local leave law, as applicable |
| **Pregnancy Disability Leave of Absence (PDL)** | • Regular FT and PT  
(seasonal where required by law)  
• No service requirement | All employees disabled by pregnancy, childbirth, or related medical conditions | Up to four months per pregnancy | Runs concurrently with FMLA, Medical, and any other state and local leave, as applicable |
| **Parental Bonding Leave** | • Regular FT  
• No service requirement | Care for newborn, newly adopted or newly placed child | • 12 weeks in a rolling 12 month period  
• Must be taken during the first 12 months of the event | • Runs concurrently with FMLA and any applicable state or local leave  
• When disabled due to pregnancy, does not begin until medical disability ends |
| **Medical Leave of Absence (non occupational)** | • Regular FT  
• Must apply and be approved for STD/LTD Benefits | • Employee’s own Serious Health Condition | • 52 weeks in a rolling 24 month period  
• May be extended additional 52 weeks if approved for SS and LTD before end of 52 weeks | Runs concurrently with FMLA, PDL, and any other state and local leave, as applicable |
Leave Scenarios
Leave Scenario
Elaine, Pregnant, CA - Employee

Elaine is having a non-complicated pregnancy. The standard duration for a medical disability for a normal pregnancy is **2 weeks** before the estimated due date of the baby and generally last another **6 weeks** after the birth of the baby for a normal delivery. The estimated due date of the baby is **7/15/09**. Therefore, her doctor is starting her disability on **07/01/09** (two weeks before due date) and her doctor expects her disability to end on **08/25/09** (six weeks after her due date).

Elaine has more than 12 months of service and worked 1250 hours in the 12 month period prior to the start date of leave and has not taken any leave time since her hire date.

Elaine is requesting to take all leave of absence time (for disability for her own serious condition and leave time to bond with her new baby) available to her under Federal, State, and Gap’s Leave Policy.
Leave Scenario
Elaine: Pregnant, CA EE – FMLA Eligible

- CA Pregnancy Leave (PDL)
- Gap’s PDL
- Gap’s MLOA
- 12 weeks of FMLA
- 12 weeks of CFRA/Parental Bonding

TOTAL LEAVE TIME – 20 WEEKS
Leave Scenario
Elaine: Pregnant, NY EE – FMLA Eligible

7/01/09 8/25/09 09/22/09 11/17/09

- 8 weeks
- NY State Disability
- Gap’s PDL
- Gap’s MLOA
- 12 weeks of FMLA
- 12 weeks of Parental Bonding

TOTAL LEAVE TIME – 20 WEEKS
Leave Scenario
What if my baby arrives 1 week after my estimated due date?

- 7/01/09 to 9/02/09: 9 weeks
- CA PDL or NY Disability
- Gap’s PDL
- Gap’s MLOA
- 12 weeks of FMLA
- 12 weeks of CFRA/Parental Bonding

TOTAL LEAVE TIME – 21 WEEKS
Leave Scenario
What if my baby arrives 1 week early?

TOTAL LEAVE TIME – 19 WEEKS
Leave due to Pregnancy
CA or NY Employee (C-Section) – Extends Leave Time

7/01/09 10 weeks 09/08/09 09/22/09 12/1/09

- 10 weeks of CA PDL or NY Disability
- Gap’s PDL
- Gap’s MLOA
- 12 weeks of FMLA
- 12 weeks of CFRA and Parental Bonding

TOTAL LEAVE TIME – 22 WEEKS
Leave due to Pregnancy
Non-FMLA or CFRA Eligible//Total Leave Time is Unchanged

7/01/09 8/25/09 11/17/09

- 8 weeks
- 12 weeks

Gap's PDL and CA PDL or NY Disability
Gap’s MLOA
Gap’s Parental Bonding

TOTAL LEAVE TIME – 20 WEEKS
Intermittent Leave and Reduced Leave Schedule

• FMLA or Pregnancy Leave is usually taken for a period of consecutive days, weeks or months. When it is medically necessary for planned and/or anticipated treatment or recovery from treatment of a serious health condition, eligible employees may request to take leave:

  – Intermittently
    – Can be taken in small increments (e.g. employee takes 1 hour because of a serious health condition) and may be on an “as needed” basis.
    – Usually characterized by a frequency and duration.

  – Reduced Work Schedule
    – Reduces employee’s work schedule and is generally planned (e.g. employee can only work 20 hours a week).
    – Employee may be eligible for disability benefits.

• FMLA or CFRA can also be taken intermittently or on a reduced work schedule to:
  – Provide care or psychological comfort to: a) covered family member with a serious health condition, or b) a covered servicemember.
  – During the first 12 month period immediately following the birth of a child, or placement of a child with the employee for adoption or foster care for the purpose of bonding.
    – Unless necessary to comply with applicable law, employees must take leave in increments no smaller that the employee’s full workday.
    – Provide at least two week’s notice.
Disability Plans
What is Disability Insurance?

Provides wage replacement in the event of a serious medical condition that prevents you from working, such as:

- Car accident
- Major injury (ski accident, etc)
- Heart attack
- Cancer
- Pregnancy

2 Types of Disability Plans:

- **Short-term Disability (STD):** Less than 180 days (first 6 months)
- **Long-term Disability (LTD):** More than 180 days (after 6 months)

• Gap Inc. automatically provides STD & LTD coverage to all eligible employees
• Employees can purchase additional coverage by enrolling in “Plus” plans
• A “pre-existing condition” limitation may impact your ability to receive STD or LTD benefits. For more information go to the Benefits Home Page

**PREGNANCY:** DISABILITY BENEFITS ONLY APPLY TO THE PERIOD OF LEAVE TIME THAT THE EMPLOYEE IS MEDICALLY DISABLED
# New Disability Plans
Simplified, consistent, equitable for all

<table>
<thead>
<tr>
<th>Disability Plan</th>
<th><strong>STD Benefits</strong> <em>(first 6 months)</em></th>
<th><strong>LTD Benefits</strong> <em>(after 6 months)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STD</td>
<td>STD Plus</td>
</tr>
<tr>
<td></td>
<td><strong>Employee contributions</strong></td>
<td>No (paid by Gap Inc.)</td>
</tr>
<tr>
<td></td>
<td><strong>Waiting period</strong></td>
<td>Seven days or first day of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hospital confinement if sooner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(may use PTO)</td>
</tr>
<tr>
<td></td>
<td><strong>Benefit</strong></td>
<td>60% of weekly wages (taxable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>65% of weekly wages (tax free)</td>
</tr>
<tr>
<td></td>
<td><strong>Maximum benefit</strong></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td><strong>Duration of Benefit</strong></td>
<td>26 weeks while disabled</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>LTD</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No (paid by Gap Inc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>180 days (length of LTD benefit)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Benefit</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>55% of monthly wages (taxable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>65% of monthly wages (tax free)</td>
</tr>
<tr>
<td></td>
<td><strong>Maximum benefit</strong></td>
<td>$25,000 per month</td>
</tr>
<tr>
<td></td>
<td><strong>Duration of Benefit</strong></td>
<td>To age 65 while disabled</td>
</tr>
</tbody>
</table>

*Note: Benefit may be offset by State Disability Insurance*
# State Disability Insurance

<table>
<thead>
<tr>
<th>State Plan</th>
<th>Who is Eligible?</th>
<th>What is the Benefit? (7 day waiting period)</th>
<th>Who Administers the Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>All employees who work in CA</td>
<td>55% of weekly salary up to a maximum benefit of $959/week</td>
<td>CA State Disability</td>
</tr>
<tr>
<td>New York</td>
<td>All employees who work in NY</td>
<td>50% of weekly salary up to a maximum benefit of $170/week</td>
<td>CIGNA</td>
</tr>
<tr>
<td>New Jersey</td>
<td>All employees who work in NJ</td>
<td>66.6% of weekly salary up to a maximum benefit of $524/week</td>
<td>CIGNA</td>
</tr>
<tr>
<td>Hawaii</td>
<td>All employees who work in HI</td>
<td>58% of weekly salary up to a maximum benefit of $489/week</td>
<td>CIGNA</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>All employees who work in RI</td>
<td>60% of weekly salary up to a maximum benefit of $652/week</td>
<td>RI State Disability</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>All employees who work in PR</td>
<td>65% of weekly salary up to a maximum benefit of $113/week</td>
<td>CIGNA</td>
</tr>
</tbody>
</table>
Gap and State Disability Insurance

- If employee is eligible for Gap’s STD Plans, the employee is eligible to receive:
  - Gap’s STD Program
  - SDI
  - 60% or 65% of average weekly pay

- Sedgwick will send employee Gap STD check

- CASDI will send state disability check; CIGNA will send state disability check (for NY, NJ, HI, PR)
What is CA Paid Family Leave?

- CA PFL provides partial wage replacement while on LOA:
  - To care for a spouse/domestic partner, child, or parent with a serious health condition
  - To care for a newborn child
  - Adoption or foster care

- What is the benefit?
  - 55% of weekly wages up to a maximum weekly benefit of $959 for up to 6 weeks
  - 7 day waiting period
  - Administered by state of CA
  - Check is sent to employee by the state
When Can I Use my PTO?

- **During the 7 day waiting period**
  - At intake, an agent from Sedgwick CMS will ask you if you wish to use PTO during your 7 day waiting period.

- **You can contact Employee Services (CSSC) to call in PTO to:**
  - Supplement your disability benefits and/or Paid Family Leave benefits
  - Supplement your income when you are no longer receiving disability benefits or Paid Family Leave benefits
Leave/Wage Replacement Scenario
Pregnant CA or NY Employee

7/01/09

8 weeks Disability
Pay: 60% or 65% (7 day
waiting period)
CA PDL or NY Disability

8/25/09

6 weeks CA PFL
Pay: 55% (N/A for NY)
Gap’s PDL

10/7/09

6 weeks
unpaid
Gap’s MLOA

11/17/09

12 weeks of FMLA
12 weeks of CFRA/Parental Bonding

TOTAL LEAVE TIME – 20 WEEKS
Leave of Absence Process
Employee’s Obligation to Provide Notice

- 30 days before leave starts where leave is foreseeable
- For unforeseeable, 1 to 2 business days of learning of the need for the leave

<table>
<thead>
<tr>
<th>Employee’s Normal Work Schedule</th>
<th>Day employee suffers an injury or illness</th>
<th>Day employee misses work due to injury or illness</th>
<th>When should employee notify manager and Sedgwick CMS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F</td>
<td>Monday</td>
<td>Monday</td>
<td>Tuesday or Wednesday</td>
</tr>
</tbody>
</table>
How do I start the process to begin my leave?

Once you know your actual or anticipated first day of leave

- Discuss your leave dates with your manager
- Call Sedgwick CMS, Gap Inc.’s Leave and Disability Administrator at 800.GAP.9680 to initiate your leave and your short-term disability benefit no later than 30 days from the start date of your leave

Information needed prior to making call to Sedgwick CMS

- Start date of your leave of absence
- Anticipated or actual return to work date
- Estimated due date
- Physician’s name and phone number
- Your manager’s name and phone number
- Your HR manager’s name and phone number
What happens next?

• Sedgwick CMS will send you a Pregnancy Disability Leave of Absence packet, which contains a checklist for you to follow, within 3 to 5 business days; additional forms will be included.

• Sedgwick CMS will call you and your doctor within one business day of you reporting your leave of absence.

• You will have 15 days from the day your leave packet is mailed to you or from the start date of your leave, whichever is later, to submit medical information to Sedgwick CMS.

• When a decision is made, Sedgwick CMS will notify you in writing and via phone and they will also send notification to your supervisor via email.

• For CA EE’s: Mail your State Disability Claim Form to EDD on your first day of your leave (no later than 49 days after the start date of your leave) to:
After the baby is born…

• Call Sedgwick and provide them the baby’s birth date

• Within 60 days of the baby’s date of birth:
  – Add the baby to your benefits via the Benefits Home Page
  – Make any necessary changes to your Flexible Spending Accounts (HCFSA, DCFSA). You have 60 days from your return from leave date to enroll or re-enroll in the Dependent (Day) Care Flexible Spending Account

• For CA EE’s: Mail your California Paid Family Leave Benefits application form 9 days before your disability ends

• A month before your return to work, call your manager and discuss specifics regarding your return to work

• Sedgwick will reach out to two weeks prior to your return to work to confirm your return date.
Sedgwick CMS

- Coordinates and processes your leave of absence and/or disability pay

- Will be your PRIMARY point of contact before and during your maternity leave and for any leave of absence/disability questions

- Will provide you with the necessary forms and will process approval requests for disability with your provider

- Will be your primary contact for any updates or changes regarding your leave of absence and/or disability

You will be assigned a designated Case Manager to manage your leave of absence and/or disability claim
Who do I contact about my leave of absence?

Sedgwick CMS – 800-GAP-9680
   – Primary contact for time-off and disability questions
   – Tracks your leave for your medical disability and leave to care for your newborn
   – Provides necessary forms to approve your leave
   – Administers your Gap Disability benefit
   – **For NY EE’s:** Administers your NY State Disability benefit

Employee Development Department – State of CA – 800-480-3287
   – Pays your California State Disability Plan and California Paid Family Leave Benefit
   – Your state disability form will be included in the LOA packet from Sedgwick
   – The Paid Family Leave form will automatically be sent to you when your pregnancy-related disability claim ends
For more information

Benefits Home Page

– https://portal.gap.com/
– Leave policies on-line; Disability Benefit Calculator
– Summary Plan Description
– Add your baby to your medical plan within 60 days from the birth of your baby

Employee Services (CSSC)

– 866-411-CSSC (2772), x20600
– Primary contact for general benefit questions
– Must Contact the CSSC to arrange for PTO pay while on leave
Other Benefits

Optum Nurseline - an OB RN available 24/7
  – 800-267-5457 Pin 216
  – Website www.myuhc.com

babyGap Gift (650-874-4260)

Quiet Rooms
  – CA: 2 Folsom, 1 Harrison, San Bruno, Mission Bay (Book room on Outlook)
  – NY: 4th Floor 620 Avenue of Americans, 6th Floor 675 6th Avenue

Priority Placement at child care centers
  – Marin Day Schools (SF, CA)
  – Palcare (Burlingame, CA)

Phase Out/Phase Back: 2 weeks prior to leave start date
  – Phase Out: up to 4 weeks (to be completed before your leave time starts)
  – Phase Back: up to 2 weeks (to be completed at the end of your leave time)
  – Requires your manager’s approval
  – Does not count towards leave time
Other Benefits

**Employee Assistance Program Life Resources**
- 888-327-4427 / magellanassist.com
- Confidential Counseling Sessions
- Child care, prenatal, legal and financial referrals

**Ayco Answerline/Ayco Financial Network**
- Provides confidential professional financial planning through a call-in service or online
- 800-235-3430 / aycofinancialnetwork.com
Questions?
FAQ’s
FAQ’s

• How are my health benefit premiums paid for while I am out?
  – Once you are receiving disability benefits, the health premiums that you have elected to continue will be deducted from your disability checks.
  – Once you are no longer receiving disability checks, you will receive a monthly billing statement for the duration of your time-off and will need to mail a personal check to the CSSC.
  – If you plan on using your PTO hours, your medical deductions will NOT be deducted from your PTO paychecks. You will still need to send in a personal check.

• When I use PTO to supplement my income does my ESPP, 401k, and benefits get deducted?
  – During your leave of absence all contributions are suspended from coming out of your paycheck. Only benefit premiums will be taken out of your disability check.
  – 401k loan deductions will not be taken out of your paycheck. Please be sure to reach out to the 401k vendor to coordinate loan payments while out on a leave.

• Am I eligible to receive company holiday pay while on leave.
  – No
FAQ’s

What will happen with my ESPP contributions while I am out?
• You will not pay into your ESPP while you are on leave. You have the option of requesting a refund of the contributions you have made during the period. If you don’t request a refund, your contribution balance will be used to buy stock at the next ESPP purchase.

If I plan to leave two weeks before my due date, and then I change my mind and decide to keep working what do I need to do?
• Call Sedgwick and let them know your new leave start date. Once you do go out on leave there is still a 7 day waiting period before your disability payments begin. Unless you have your baby or are hospitalized, then the payments are effective on the birth date or date of hospitalization and the waiting period, or remainder of the waiting period, is waived.

When an employee is on medical disability (typically 2 weeks prior to birth/6 weeks after) they receive part of their check from the state of California, and the other part from Gap. Since the regular STD plan is taxed do they get taxes take out of one or both of those checks?
• The STD benefits are taxable (and the STD Plus benefits are non-taxable). CA EE’s will receive 55% of their disability check from the state, which covers part of the total benefit of 60% (STD) or 65% (STD Plus). The state does not tax the disability checks you receive from CA (no matter what plan you are on), but the Gap portion of the check will be taxed if the employee is on the regular STD plan.
FAQ’s

If I get a pay increase during Focal (and I am still on disability leave), will my disability payments increase according to the new pay?
– No, your pay increase is effective when you return from leave.

If bonuses are paid while I am on leave, will I receive it at the same time as everyone else? Will it be a live check or direct deposited?
– Yes, if bonuses are paid you will get bonus the same time as everyone else and you will receive it via your normal payment method.

Will my bonus be pro-rated for only the time I worked that year?
– Yes, you will only receive bonus for the percentage of time you worked during the year that bonuses are being paid for.

Can I use my employee discount while on leave?
– Yes

Do I accrue PTO while on leave?
– No
FAQ’s

I'm on a leave of absence and I need to extend, end or change the dates of my leave.

– To extend, end or change the dates of your leave, you must discuss with your manager and Sedgwick at 800.GAP.9680. Please note that extensions are specific to each individual case. You may be eligible to extend your leave of absence, however, some Gap Inc. Leaves of Absence policies have a maximum duration and extensions may not be possible.

I’m returning to work from my leave. What should I do?

– You should contact your manager a month in advance of your return to work date. Advance notice will help your supervisor schedule you when you are able to return and review any accommodations you may have. On the day you return from leave, please ensure your manager confirms RTW with Sedgwick and the CSSC.

If I have exhausted all of my leave time, can I extend my LOA by requesting PTO?

– Once you have exhausted all of your available leave time, taking additional time using PTO is based on approval from your manager. If approved, in the employee database you will first be returned from your leave of absence. You should then request your PTO through GapWeb as you would normally do.
FAQ’s

When can I change my STD election to STD Plus?
- Your STD plan can be changed during open enrollment only. Please check the Plan information on details regarding pre-existing conditions.

When I receive disability pay, will I get a separate W2 for those payments?
- Yes, Sedgwick will issue a W2 for your disability earnings.

I currently have deductions taken from my paycheck each week for a charity donation, can I continue that while on leave?
- No, similar to how 401k and ESPP stops while you are on leave all other deductions stop as well (with the exception of health benefit premiums coming out of your disability check).

For the state disability check they receive (typically that first 7 weeks after the waiting period) are taxes taken out of the actual check if they have STD? Or do they get billed at the end of the year?
- State disability Insurance benefits are not taxable, since EE’s essentially pay into the plan on each paycheck (unless the EE receives Disability Insurance in place of unemployment insurance)
FAQ’s

For the CAPFL check they receive for the 6 weeks following disability, do taxes get taken out of the check?
- CAPFL benefits payments are not taxable by CA (similar to DI insurance)

During CAPFL you get 55% up to $917 a week. Is that $917 gross or net?
- The maximum benefit would provide up to $917 net since the benefit is not taxable

If the mother adds the baby to their health benefits that day after birth does the premium amount get updated right away?
- The premiums retro back to the effective date of coverage, which in this case is the date of birth of the child. The premium amounts should be updated within 3-5 business days in our system and with the vendors.

Conversely, let’s say that a mother waited to add the baby to her health insurance until the 59th day after birth, would she be billed for health premiums retro-active to the date of birth? So she would have one big bill to pay?
- If the employee waited until the 59th day to add the baby to their health benefits, any change in premium would retro back to the date of birth and the employee would see double deductions until they are able to cover the retro premiums.
Appendix
• Before Leave Begins
  – Two months before your leave date notify WageWorks to stop your automatic deductions.
    – Example:
      – Leaving October
      – Notify WageWorks by September 4th at midnight eastern time by deselecting the reoccurrence for parking
      – Parking for October is deducted in September after the 5th.
• Before Returning from Leave
  – Two months before your return from leave date sign up for WageWorks.
    – Example:
      – First month back February
      – Enroll for parking between December 5th and January 4th
      – Payroll deduction for February parking will occur after January 5th
• Missed the Deadline
  – If you missed the deadline to enroll for a parking pass through WageWorks you can purchase it at the full price (without the pre-tax benefit) by emailing corporate operations
• Muni Passes
  – Please make sure to de-enroll in the free muni pass program before going on leave.
## Benefits While on Leave

<table>
<thead>
<tr>
<th>Benefits</th>
<th>All Leaves of Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Insurance, STD, LTD, Vision</td>
<td>Coverage is continued</td>
</tr>
<tr>
<td>Medical and Dental insurance, STD and LTD Plus, Supplemental Vision,</td>
<td>Benefits continue at the same rate if you continue to make your monthly contribution.</td>
</tr>
<tr>
<td>Supplemental life, Life Partner and Child Life, and AD&amp;D</td>
<td></td>
</tr>
<tr>
<td>GapShare</td>
<td>Contributions continue only for as long as you receive a paycheck from Gap Inc.</td>
</tr>
<tr>
<td>Dependent Care Flexible Spending (DCFSA)</td>
<td>DCFSA contributions will end while on LOA. You will need to re-enroll within 60 days of your return to work.</td>
</tr>
<tr>
<td>Health Care Flexible Spending Account (HCFSA)</td>
<td>HCFSA contributions will end while on LOA. Contributions will automatically restart once you return to work.</td>
</tr>
<tr>
<td>ESPP</td>
<td>Contributions continue for as long as you receive a paycheck from Gap Inc.</td>
</tr>
<tr>
<td>Employee Discount</td>
<td>You will continue to receive this benefit.</td>
</tr>
<tr>
<td>Stock Options</td>
<td>You will continue normal vesting during your leave.</td>
</tr>
</tbody>
</table>
Phase-In, Phase-Out

- With *Phase Out*, you may slowly wind down your work responsibilities while preparing for a new child.

- *Phase Back* lets you test childcare arrangements while transitioning back to a full-time schedule.

- Example:
  - *Phase Out* over a two-week period prior to going on leave. You may want to work 30 hours the first week, and 15 hours the second.
  - *Phase Back* over a four-week period when you return from your leave of absence. Gradually increase the hours you work each week until you are back to full-time. A phase back schedule could call for 10 hours the first week, 20 hours for two weeks, then 30 hours for the final week.

- You are paid only for actual hours worked during these periods.

- You can choose to use any accrued PTO to supplement your pay during this time.

- You will also be able to continue your employee benefits at active employee rates.

- Requires manager approval and you must discuss your proposed schedule with your manager at least two weeks before the begin date and the return date of your leave of absence, or sooner.

- Once manager approves, you and your manager need to fill out the phase out/phase back form located on the benefits site on GapWeb.
  GapWeb> Pay & Benefits> Benefits Homepage> Time Away> Phase Out/Phase Back
Dependent Day Care Flexible Spending Account

- With the Dependent Care FSA, you can set aside a portion of your regular income each paycheck before most payroll taxes are withheld to pay for eligible dependent (day) care expenses (inside or outside your home), including:
  - Day Care
  - After School Care
  - Day Camp
  - Eldercare

- You can elect to contribute any amount from $300 to $5,000 in a Plan Year (employee’s who make over $100,000 a year can contribute up to $1,200). The amount you select will be evenly divided by your number of pay periods in a Plan Year.

- You pay your dependent care expenses first and then submit a claim to UnitedHealthcare to request reimbursement from your account.

- For more information go to the benefits website on GapWeb
  - GapWeb > Pay & Benefits > Benefits Homepage > Other Benefits & Perks > Dependent Care Flexible Spending Account Information
Day Care Priority Placement

- **SF:** Gap Inc. offers limited priority spaces for our employees’ children at four Marin Day Schools/Bright Horizons child care centers around HQ in San Francisco.
  - Main Street
  - Spear Street Campus
  - Hills Plaza (near the Harrison building)
  - Fremont Street (Pre-K only).

- **Burlingame:** Limited spaces are also offered with PalCare in Burlingame, about 10 minutes from our San Bruno campus.

- Bright Horizons accepts children at three months of age, so you could have your infant nearby when you return to work. Your child can remain at Spear Street or Hills Plaza until s/he reaches Pre-K age (generally at four years old) when s/he can then transfer to a Pre-K program at either Fremont Street or Main Street.

- One application secures your name on the waiting list for all three San Francisco campuses. The waiting list, however, does not guarantee you a space when you need it.

- Once there is an opening that matches your needs, you will be contacted with the details.

- For more information, including tuition costs go to the benefits site on GapWeb. GapWeb > Pay & Benefits > Benefits Homepage > Other Benefits & Perks > Adoption Assistance, Childcare and More > Childcare

(Confidential. For internal distribution and use only.)
Quiet Rooms

- **Mission Bay**
  - **Quiet MB 4QuietRm (1), Quiet MB1QuietRm (4):**
    - **1st Floor Location:** From Main Lobby, head North past Lobby restrooms, pass through the double doors and take a right at the first hallway. The Quiet Room is the first door on the left.
    - **4th Floor Location:** From elevators, head North toward "Link" area and take an immediate right down hallway. The Quiet Room is the first door on the left.

- **2 Folsom**
  - **Quiet SF2F 10QuietRm (1); Quiet SF2F 4QuietRm (1); Quiet SF2F 7QuietRm (1)**
  - **4th Floor Location:** From the elevator, head towards the Embarcadero (water) side of the building. Pass through the center atrium and turn right at the hallway. The quiet room is the last door to your left, next to Mail Stop Q.
  - **7th Floor Location:** From the elevator, turn towards the café and turn right at the doors. The quiet room is on the left side, across from the men's rest room.
  - **10th Floor Location:** From the elevator, turn towards the Spear side of the building and turn left out of the elevator bank. The quiet room is the last door on your left side, next to Mail Stop I1.

- **One Harrison**
  - **Quiet SF1H 1QuietRm (1); Quiet SF1H 5 QuietRm (1);**
  - **1st Floor Location:** From the lobby, the quiet room is right past security on the right. Directly across from the ladies restroom.
  - **5th Floor Location:** From the elevators, turn right towards 5 Creative (before reaching the cubicle area). The quiet room will be the 2nd door on your left-hand side.

- **850 Cherry**
  - **Quiet SB850 3QuietRm A(1); Quiet SB850 3QuietRm B(1);**
  - **3rd Floor Location:** The quiet rooms are located on the southwest end of the 3rd floor two doors down from conference room 3B.
Benefits Home Page
Benefits Home Page

• There are 3 ways to get started on the path to the Benefits Home Page:
• Text on this page varies slightly depending on above link you choose
• Click “here” takes you the Benefits Home Page
Benefits Home Page

• The Benefits Home Page opens up in a new window
Benefits Home Page

- You can expand each section on the left to view the underlying links to more info.
Sedgwick viaOne Express
High Level LOA and STD Information with Sedgwick HR Web Tool, viaOne Express

- https://viaoneexpress.sedgwickcms.net/
Search for STD/LOA Claim information by employee