



*Parental Leave —
Frequently Asked Questions (FAQs)*

MCKESSON

General Information

What's Parental Leave?

Parental Leave is paid time off you can use to bond with your new child.

Can I take Parental Leave?

You can take Parental Leave as long as:

- You're the biological or adoptive mom or dad of a new child.
- You're that child's primary or secondary caregiver.
- You're based in the U.S. (even when out of the country on international assignment) as a regular full-time or part-time employee with a work schedule of at least 30 hours per week.
- Your leave starts within 12 months of your child's birth or placement with you through adoption.
- You haven't used all of the Parental Leave available to you in a 12-month period.
- You've worked at McKesson for at least 12 months in a row.
- You've worked for McKesson at least 1,250 hours in the 12 months before you take Parental Leave.

If you work under a Collective Bargaining Agreement (CBA), talk to your local Human Resources Associate to find out if you're eligible.

Who's considered a child for Parental Leave?

For Parental Leave, an eligible child is:

- Your newborn child.
- A child under 18 years old who's placed with you through adoption.
- An adopted child who's at least 18 years old and incapable of self-care because of a mental or physical disability.



Who are the primary and secondary caregivers?

The primary caregiver is the parent who takes on the main role of caring for the child after the birth or placement with you through adoption.

The secondary caregiver is the parent who usually returns to work soon after the child is born or placed with you through adoption.

Primary and secondary caregivers can be male or female. As a primary caregiver, you need to verify your role because it can affect the length of your leave — see p. 4. If you're not sure about your role, ask Matrix at **866.254.8706**. You can also ask the HR Support Center at **855.466.2547** and press 2.

What can I do if I'm not eligible for Parental Leave?

If you're not eligible for Parental Leave, don't lose heart. Federal, state or local laws may offer you other leave rights or benefits. Call Matrix at **866.254.8706** or go to your state's website to see the benefits available to you.

What happens if I decide to switch from secondary caregiver to primary caregiver (or vice versa) while I'm on leave?

Contact Matrix right away. You need to submit additional paperwork requesting a change in caregiver status. Your pay and leave time could be affected if you don't provide Matrix with all the appropriate paperwork.

Requesting Leave

How do I request Parental Leave?

Step 1 Let your manager know you're taking a leave at least 30 days in advance — sooner if possible — so you can both plan for your time away.

Step 2 Contact Matrix, the Parental Leave administrator, to file for leave:

- By phone at **866.254.8706**.
- Online at **www.matrixabsence.com**.
- On the go using the Matrix eServices Mobile app (available on the App Store® or Google Play™).

You need to file for leave:

- Up to 30 days before your expected leave,
Or
- The same day you unexpectedly need to take leave.

If you work under a CBA, take a look at your agreement and work with Human Resources to find out the steps to take for Parental Leave.

Step 3 Ask Matrix how to apply for other leave benefits you may be eligible for, such as:

- Family and Medical Leave Act (FMLA) — FMLA is a federal law that guarantees your job is protected while you're on leave.
- Short Term Disability (STD) benefits — STD benefits, if applicable, ensure you get paid during your disability period.

See p. 5 for more information.



Visit your state's website to see if you're eligible for any state benefits.

Step 4 Matrix sends you an Absence Packet within 24 hours of your call. You can ask to have it mailed or uploaded to your eServices account. The packet includes a medical certification form, an authorization release form, a primary caregiver form and the Fitness for Duty Certification. Make sure you fill out all the required paperwork and follow the instructions for submitting it to Matrix. You can also find a list of the required forms at **www.matrixabsence.com**.



Length and Timing

When can I take my Parental Leave?

You can take it within the 12-month period that starts on the day your child is born or placed with you through adoption. If you start your leave near the end of this 12-month period, you have 90 days from that last day to finish your leave.

How long can I be on Parental Leave?

The length of your leave depends on whether you're the primary or secondary caregiver.

- Up to six weeks for the primary caregiver.
- Up to two weeks for the secondary caregiver.

Do I have to take my Parental Leave all at once?

No. You can take Parental Leave in segments of one or more weeks for up to six weeks. You can't take Parental Leave for less than a week. See example 2. Keep in mind that if you take your leave in segments, you need to notify Matrix within three days of starting your intermittent leave.

If both parents work for McKesson, can we both take Parental Leave?

Yes. You have up to 8 weeks of leave during a 12-month period to split between the two of you as either the primary or secondary caregiver.

Length of Leave Examples

Example 1 — Isabel's Parental Leave

Isabel adopts a daughter who's placed with her on March 15, 2018. She uses four weeks of Parental Leave from March 16 to April 13 and uses her remaining two weeks of leave during the 90-day window after her 12-month period ends.

First day of the 12-month period

Last day of the 12-month period (90 days to complete the leave)



Example 2 — Jason's Parental Leave

Jason's wife gives birth on August 11, 2018. Jason takes Parental Leave first as the secondary and then as the primary caregiver.





How Parental Leave, FMLA, STD, State Benefits and PTO Work Together

Does my Parental Leave run at the same time as another type of leave?

Yes. Your Parental Leave runs at the same time with other benefits you're eligible for, such as FMLA or state parental leave.

What's the Family Medical Leave Act (FMLA)?

FMLA is a federal law that lets eligible employees take up to 12 weeks of job-protected leave each year to care for their own medical condition, including pregnancy, bonding with a new child or caring for a sick family member. FMLA is unpaid, but it runs at the same time as short term disability (STD) benefits, which are paid if you're eligible. FMLA runs at the same time with other leaves.

Do I need to apply for Parental Leave, FMLA, STD and state benefits at the same time?

Yes. You need to apply for Parental Leave, FMLA and STD through Matrix. You need to apply for state benefits directly with your state. Visit your state's website to learn more.

Why do FMLA, state benefits and Parental Leave run at the same time?

These benefits run at the same time because each has its own function during your leave. FMLA protects your job and company benefits. Parental Leave ensures that you get paid. Depending on the state you live in, state benefits can also offer job and/or pay protection.

What's Short Term Disability (STD)?

STD benefits are a source of income while you're on leave due to a disability, injury, medical condition or pregnancy. You automatically have STD coverage when you start working full-time at McKesson. When applicable, your STD benefits start seven days after your disability period begins (this is sometimes called the STD waiting period) and can run for up to 26 weeks. During your disability period, your income comes from STD and any wage replacement you're eligible for through state benefits. After your disability period ends, you can start Parental Leave. Parental Leave replaces up to 100% of your base weekly pay if you don't have any state benefits available.

What are state benefits?

Under FMLA, states can offer more benefits than the federal government's leave standards offer. Some states offer job-protected leave for more than 12 months, as well as certain wage replacement benefits for unpaid leaves. Check your state's website for more information.

Do I have to use PTO while on leave?

It depends. If you plan to use your STD or wage replacement through state benefits during a disability period, you need to use PTO during the STD waiting period, which is one week. If you don't have enough PTO to cover the STD waiting period, some of those first seven days are unpaid. See Example 3 on p. 6.

If you have PTO available during weeks 6-26, you can use PTO to supplement your STD to get 100% of your base pay. If you're out of PTO, you get up to 70% of your base pay with STD payments.

If you plan to take Parental Leave without using your STD or wage replacement through state benefits first, you don't need to use PTO.

Example 3 – Jackie’s Parental Leave

Jackie is expecting a child on August 18, 2018. She plans to start her leave on August 6, 2018, two weeks before her due date. Here’s how Jackie’s Parental Leave works with her FMLA and STD benefits to ensure she’s paid during her leave. Jackie returns to work on November 5, 2018.

Weeks of Leave	Leave Type	Income
Week 1 Aug. 6-12 (2 weeks before expected due date)	FMLA (Week 1)	STD Waiting Period with Paid Time Off (PTO) Jackie is in her short term disability (STD) waiting period, which is unpaid. Jackie uses her PTO to replace her pay during week 1. If Jackie doesn’t have enough PTO to cover all of week 1, she’ll need to take some unpaid days.
Jackie’s waiting period ends. Her STD benefits begin.		
Week 2 Aug. 13-19 (1 week before expected due date)	FMLA (Week 2)	STD at 100% of Pay Jackie gets up to 100% of her base pay covered through STD payments.*
Jackie has a normal delivery on Aug. 19.		
Week 3 Aug. 20-26	FMLA (Week 3)	
Week 4 Aug. 27 - Sept. 2	FMLA (Week 4)	
Week 5 Sept. 3-9	FMLA (Week 5)	
Week 6 Sept. 10-16	FMLA (Week 6)	STD at 70% of Pay Jackie gets up to 70% of her base pay covered by STD payments.*
Week 7 Sept. 17-23	FMLA (Week 7)	If she still has PTO available, she can use it to supplement the other 30% of her base pay.
Jackie’s doctor clears her to return to work, but she wants to spend some more time bonding with her child. She chooses to take all six weeks of her paid Parental Leave.		
Week 8 Sept. 24-30	FMLA (Week 8) Parental Leave (Week 1)	Parental Leave at 100% of Pay Parental Leave benefit covers up to 100% of Jackie’s base pay.**
Week 9 Oct. 1-7	FMLA (Week 9) Parental Leave (Week 2)	
Week 10 Oct. 8-14	FMLA (Week 10) Parental Leave (Week 3)	
Week 11 Oct. 15-21	FMLA (Week 11) Parental Leave (Week 4)	
Week 12 Oct. 22-28	FMLA (Week 12) Parental Leave (Week 5)	
Week 13 Oct. 29 - Nov. 2	Parental Leave (Week 6)	

* If your state offers disability benefits, they’re applied before your STD or Parental Leave benefits. For example, if you’re eligible for up to 50% of your base pay for six weeks under a state law, your STD payments provide the other 50% to make up 100% of your base pay for the six weeks you’re eligible for disability through state benefits.

** If your state offers family leave benefits, they’re applied before your STD or Parental Leave benefits. For example, if you’re eligible for up to 50% of your base pay for six weeks under a state law, your Parental Leave benefits provide the other 50% to make up 100% of your base pay.

Your Pay and Benefits While on Leave

What happens to my healthcare coverage and other benefits during Parental Leave?

- Your medical, dental, vision, healthcare FSA and other benefits continue, but your dependent care flexible spending account benefits stop.
- You keep accruing paid time off (PTO) during your first 30 days of leave (if your leave is approved).
- You don't get paid for holidays during your leave.

Call the HR Support Center at **855.466.2547** (and **press 2**) for more information about how Parental Leave affects your benefits.

Do I get all of my regular pay while I'm on Parental Leave?

You get up to 100% of your basic weekly pay during an approved Parental Leave.



You can't get more than your regular base pay.

For example, under your state benefits, you may be eligible to get wage replacement for up to six weeks of 55% of your base weekly pay. In this case, your Parental Leave benefit is 45% of your base weekly pay, which adds up to 100% of your regular base pay.

Can I get a pay increase while on leave?

It depends on what your pay increase is for:

- If it's for a market adjustment, cost-of-living adjustment or something else that's unrelated to your performance evaluation, you get your pay increase as scheduled, whether you're on leave or not.
- If you're scheduled to get a merit increase while on leave, your base pay will be adjusted on the regular merit date. Your merit increase will show up in your pay when you return from leave. This is because your pay while on leave is based on your earnings at the time your leave started.

Am I paid for bonuses during my leave?

Yes, you get any bonus you earn.

I've been notified that my position will be eliminated before my child arrives. Can I still take Parental Leave?

No, but don't lose heart. Call Matrix to see if you can take another type of leave. Also check your state's website to see if your state offers any parental leave and disability benefits that might provide wage replacement during your leave.

Do I need to submit paperwork to Matrix before returning to work?

If you gave birth, you need to submit a completed Fitness for Duty Certification. You can find the certification form in your Absence Packet. This certification verifies that you're healthy enough to return to your job (with or without accommodation). Submit the form whether you:

- Return to work right after your disability period and plan to take Parental Leave later in the year,
or
- Take Parental Leave right after your disability period.

Email the form to Matrix before your first day back on the job.

Where can I learn more about Parental Leave?

You can find details about your Parental Leave benefits on **McKNet**. You can also prepare for your leave by following our step-by-step checklist, which walks you through the Parental Leave process from before your baby arrives to after you return to work. You can find the Parental Leave Checklist on the Total Rewards Library at www.mckesson.com/totalrewardslibrary.

Resources for Parents

Matrix Absence Management

www.matrixabsence.com

866.254.8706

Request your leave and download the Matrix eServices Mobile app from the App Store or Google Play to file on the go.

HR Support Center

855.GO.MCKHR (855.466.2547)

Press 2

Resources for Living®

www.resourcesforliving.com

(username: mckesson, password: eap)

888.425.6174

Get help with finding childcare and tips for a healthy work-life balance.

Vitality

www.powerofvitality.com

Read articles on parenting, learn healthy ways to recover from pregnancy and earn Vitality Points for your child's health screenings and flu shots.

Yammer Group

Share tips and stories with other McKesson parents by joining the **MCK It's Apparent You're A Parent** Yammer group on Office 365.

Total Rewards Library

www.mckesson.com/totalrewardslibrary

Get information 24/7 about your health and wellness programs from any device connected to the internet.

Maternity Care Program

If you're enrolled in the HSA or HSA Plus medical plan, you have access to your plan's maternity care program. Call your medical plan carrier at the number shown below to enroll.

Medical Plan Carrier

Aetna

800.272.3531

Anthem

866.820.0763

Cigna

800.244.6224