



Leaves of Absence & Accommodations

Guiding Principles

Sunrun is committed to complying with all federal and state laws that govern mandatory leave of absences, as well as leaves that are covered by Sunrun company policy.

Sunrun is committed to complying with the Americans with Disabilities Act (ADA) and applicable state law and will make reasonable accommodations to covered employees who are able to perform the essential functions of their position, provided that the accommodation does not create an undue burden on the Company.

Making Sense of Leaves of Absence - Sunrun's Policy

Sunrun's Leave of Absence Policy explains a variety of different forms of leave. Click [here](#) to review the Policy.

Employee Responsibilities for Requesting a Leave of Absence

1. Employees who need to make a request for a leave of absence should inform their manager 30 days' prior to their leave, or as soon as is reasonable.
2. Non-Exempt employees are responsible for entering any PTO hours they plan to utilize while on a leave of absence into Workday. Exempt employees are permitted to utilize 120 hours of FTO for an approved medical leave of absence and are responsible for entering those hours into Workday.
3. Employees are required to email Leaves@Sunrun.com to inform them of their need for a leave of absence. Both birthing and Non-Birthing parents, who are going on leave for the birth or adoption of a child, are required to contact Benefits@Sunrun.com.
4. Employees are required to contact Prudential, Sunrun's third party leave administrator to make a request for a leave. Prudential will review an employee's eligibility for State and Federally mandated leaves, as well as Sunrun leave types. In addition, they will review an employee's eligibility for Short Term Disability and Long Term Disability Benefits. They will also provide employees with information on how they apply for any applicable State Disability



Insurance. Prudential can be contacted at 877-367-7781, from 8:00 AM – 11:00 PM EST. Prudential will provide employees with certification forms that the employee must return by the due date provided to them.

5. When an employee is out of work for a leave of absence, they must be fully relieved of their job duties. For this reason, system access will be suspended. It is recommended that employees turn on an out of office before their first day of leave.
6. Once an employee's leave of absence has ended, they are required to contact their manager and Leaves@Sunrun.com, 48 hours prior to their first day back to work.
7. If an employee has a medical condition that limits their ability to perform an essential function of the job once they return from a leave of absence, which requires an accommodation, they will need to contact Leaves@Sunrun.com to make their request. The Leaves Team will engage with the employee in the Interactive Process to determine the precise limits of an employee's disability and determine the appropriate accommodations.

Manager Responsibilities

1. When a manager has been informed that their employee needs to take a leave of absence, they should instruct the employee to contact Leaves@Sunrun.com, and copy their Talent Business Partner.
2. Managers should not accept doctors notes or any other medical information from the employee.

Employee Responsibilities for Requesting an Accommodation

1. If an employee believes they have a disability that requires the need for an accommodation in order to help them perform the essential functions of their job, then Sunrun will need to engage in an interactive process with them in order to determine the precise limits imposed by their disability and determine appropriate accommodations.
2. Employees are required to inform their manager that an accommodation is needed. Employees will also be required to contact Leaves@Sunrun.com. The Leaves Team will provide the employee with a Medical Inquiry Form they will need to have completed by their physician in order to make a determination of the request.



Manager Responsibilities

1. When a manager is informed that their employee needs an accommodation of any kind in order to perform an essential function of the job, listen to their concerns and direct the employee to contact Leaves@Sunrun.com, and copy their Talent Business Partner. The Leaves Team will work with covered employees through the Interactive Process to determine whether a reasonable accommodation exists that will allow a disabled employee to perform the essential functions of the job and confirm back to the manager and Talent Business Partner what the accommodation is.
2. Managers should not accept doctors notes or any other medical information from the employee.

FAQ/Contacts

1. Employee Guidebook [LOA Policy link](#)
2. Manager FMLA & ADA Leave & Accommodation [Training](#)
3. Integrity@sunrun: How managers can support employees requesting leave accommodations [document](#)
4. Sunrun's Parental Leave Flyers can be viewed [here](#)