

Important Information for Leave of Absence

Sunrun strives to support employees throughout the leave of absence process to ensure a timely and smooth return to work. The below is intended to provide you with information to guide and assist you during your leave.



Responsibilities While on Leave:

It is your responsibility to update Broadspire of any changes to your leave. You may be required to furnish Broadspire with periodic updates of your status.

Some leave types require supporting documentation. If you are unable to provide the necessary paperwork by the due date, you must notify Broadspire as to the reason for delay. Failure to provide supporting documentation by the deadline or provide information as to why you are unable to do so may result in your leave not being approved.

Employees in CA, CT, NJ, NY, MA, RI, HI and WA are eligible for wage replacement from the state. It is the employee's responsibility to contact the state or appropriate vendor to request the leave and provide the appropriate documentation. Sunrun does not handle this part of your leave.

Employees on a leave of absence do not have access to Sunrun systems, including email. Please be certain that there is a personal email and current phone number listed in Workday in the event we need to contact you while on leave.

If an extension of leave is needed, you must contact Broadspire and provide them with any supporting documentation (if applicable).

Pay While on Leave:

If you are eligible for a paid leave through Sunrun, the funds will be issued by Sunrun payroll following the standard pay cycle. Note: Pay will be contingent upon receiving approval from Broadspire for the applicable leave.

If your leave is due to your own health condition, you can apply for short-term disability (STD) through Broadspire. The disability benefit has a seven-calendar day elimination period. If approved, the disability pay benefit begins on the eighth day and will be paid by Sunrun. Available PTO/FTO must be applied during the waiting period.

If you are on leave to bond with a newborn or newly placed child, you may be eligible for Sunrun's Paid Parental Leave benefit. See the Paid Parental Leave policy for more information.

If you are in a state which offers paid disability or paid family leave, please contact the appropriate state or appropriate vendor to file for that benefit.

If your leave is related to the care of a family member, you will have the option to use your available PTO or the leave will be unpaid.

Returning to Work:

Notify the Sunrun Leaves Team and your manager of your return date. Please be sure to email leaves@sunrun.com 24-48 hours before your confirmed return to work date so that they can reactivate your systems.

If leave is due to your own health condition, Broadspire will provide you with a Return to Work form. You are required to submit the return to work certification to leaves@sunrun.com prior to resuming your duties.

Communication While on Leave:

If you choose to provide your Broadspire claim manager with your personal email address, Broadspire can send your letters/communication via email so that you receive information sooner.

You are responsible to maintain communication with your Broadspire claim manager to discuss your leave status, extension needs, and return to work status.

Questions?
If you have questions regarding your claim, please contact your Broadspire claim manager.

Benefits While on Leave:

Benefits will continue to be deducted from your paycheck as standard process. If, for any reason, we are unable to take premiums during your leave, at our option, we may pay your share of the premiums during your leave and recover these payments from you upon your return to work. If you return from leave with a premium balance due, we may recover the premiums on future checks until they are current.

An employee may choose to defer group insurance plan coverage during an approved FMLA leave of absence. This will stop your coverage while on leave. Upon your return, coverage will be reinstated on the same terms as prior to taking leave. If you would like to defer coverage while on an approved leave, please contact Benefits@sunrun.com.

Employees taking a leave of absence will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave for a period of six months, beginning with the employee's first day of leave. After the six-month period, should the employee need additional time away from work, they will be eligible to maintain their same level of coverage under COBRA for the remainder of their leave at their own expense.

Below are the benefits that may be impacted while on leave:

- **Dependent Care FSA (If eligible):** Per IRS regulations, child and dependent care expenses must be work related and allow you to work or look for work. You are not allowed to claim day care expenses while you are not working full time.
- **Paid Time Off (PTO/FTO):** You will not accrue PTO while on leave of absence.
- **Holiday Pay:** If a holiday falls during your leave of absence, the holiday will not extend your leave and you will not be paid holiday pay for the holiday observed during your leave.

Intermittent FMLA

It is your responsibility to notify your manager when you have a need to miss time related to your approved intermittent FMLA.

You are required to report leave hours to Broadspire no later than two business days from the date the leave was taken. You can report hours by phone at (888) 398-0079.

Intermittent leave can only be used for necessary absences related to the specific health condition as identified in the Medical Certification for which you are approved.

If approved, scheduled medical appointments should be scheduled with your manager in advance when possible.

In the event you find it necessary to be absent for more than indicated in your approval, it may be necessary to provide updated and supporting medical documentation.

If your approval is related to your own health condition and you are out for more than three consecutive days, you may be required to provide a medical release from your physician prior to resuming your duties