McClatchy LIVEWELL

Below outlines what actions you need to take, as well as additional **resource** documents to help you through your leave of absence.

Overview

Regardless of your state of residence, all employees at McClatchy may be eligible for job protection under the Family Medical Leave Act, or FMLA. The leave of absence page on Livewell is an easy-to-use online resource that guides employees through the leave of absence process. Available around the clock, 365 days a year

Your responsibilities during a leave are:

- Notify your manager that you are requesting a leave of absence.
- Review the LiveWell page, Family Medical Leave Act Poster and any state specific notices that may apply to you.
- Complete the Leave Request Form (Google Form) and note in the form if you have any questions we can support you with
- Contact The Hartford at **1-866-269-6241** or via the website at https://abilityadvantage. This is critical to filing any FMLA related and disability paperwork. You will not have the protections granted (FMLA), or income received (Disability), if the Hartford request is not completed. Delaying these may also delay other forms of compensation, including state related benefits.

  After initiating your leave, follow up with your doctor and/or The Hartford as needed to ensure your paperwork is completed and received properly.
- File any **state specific paperwork** for leave benefits as needed, if applicable. Reference your state specific documentation for support.
- Provide payment for any insurance premiums due while on a leave of absence based on the schedule we provide.
- Inform the LiveWell team and your manager of any date changes related to your leave of absence. This may include completing a Return to Work Release form.

Our responsibilities during your leave are:

- Work with you to ensure you are maximizing your available benefits
- Help coordinate your time off to ensure payroll entries are correct
- Provide assistance to questions you may have regarding your time out
- Coordinate with the Hartford on any employer related questions or responses as needed
- Help your manager with any questions they may have regarding your return to work
- Assist in any Americans with Disabilities Act paperwork as needed

New York Disability

- cannot be more than the maximum benefit allowed, currently $170 per week).
- Is subject to Social Security and Medicare taxes.
- is paid for a maximum of 26 weeks of disability during any 52 consecutive week period .
- 50 percent of your average weekly wage for the last eight weeks worked

You cannot collect disability benefits and Paid Family Leave benefits at the same time. The total combined disability leave and Paid Family Leave in any 52-week period may not exceed 26 weeks.

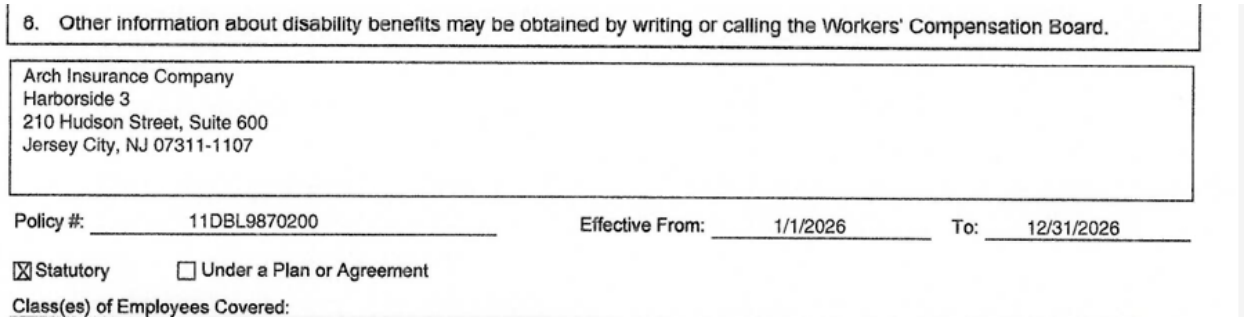
There is a **seven day waiting period** for which no benefits are paid. Benefits begin on the eighth consecutive day of disability. If you have been disabled more than seven days, your employer must give you a Statement of Rights within five days of learning that you are disabled.

To file a claim:

1. Obtain a Notice and Proof of Claim for Disability Benefits (Form DB-450), either from the Board at wcb.ny.gov,or from your employer, or your employer's insurer.

2. Follow instructions to complete/submit the form, which includes sections your employer and health care provider must complete.

3. Submit the form to your **employer's insurer** within 30 days of your first day of disability. If your claim is not paid promptly, contact your employer or their **insurer**. If you file late, you may not be paid for any disability period more than two weeks before the date you filed. Late filings may be excused if you can show it wasn't reasonablypossible to file earlier. No benefits are payable if you file more than 26 weeks after your disability begins, or afteryou return to work.



6. Other information about disability benefits may be obtained by writing or calling the Workers' Compensation Board.

Arch Insurance Company
Harborside 3
210 Hudson Street, Suite 600
Jersey City, NJ 07311-1107

Policy #: 11DBL9870200 Effective From: 1/1/2026 To: 12/31/2026

☒ Statutory ☐ Under a Plan or Agreement

Class(es) of Employees Covered:

Taking Paid Family Leave

- Notify your employer . When you want to take Paid Family Leave, you must notify your employer at least 30 days before your leave will start if it's foreseeable. Otherwise, notify your employer as soon as possible.
- Obtain required forms . Contact your employer, employer's insurance carrier, or visit PaidFamilyLeave.ny.gov to obtain the required forms.
- Complete and attach: The Request For Paid Family Leave (Form PFL-1) has sections that need to be completed by you and by your employer. Fill out your section, make a copy and give the form to your employer to fill out Part B . Your employer is required to return Form PFL-1 to you within three business days. If there is a delay, you do not have to wait to proceed. Send the Form PFL-1 that you have filled out, along with the rest of your request package, directly to your employer's insurance carrier.
- Form PFL-2 for Baby Bonding
- Obtain and attach supporting documentation . The specific documentation or additional forms required for each type of leave are described on the request for Paid Family Leave and at PaidFamilyLeave.ny.gov/Apply .
- Submit your request forms and supporting documentation . You must submit your completed request package to your employer's insurance carrier within 30 days after the start of your leave to avoid losing benefits. In most cases, the insurance carrier must pay or deny benefits within 18 calendar days of receiving your completed request or your first day of leave, whichever is later

Section 1A: State Paperwork

Employees living in New York State may be eligible for New York Paid Family Leave, or NYPFL. This works in conjunction with any disability to ensure you receive the maximum amount of income available during your disability, up to 100% of your base earnings (plus a commission calculation if applicable)

Statement of Rights

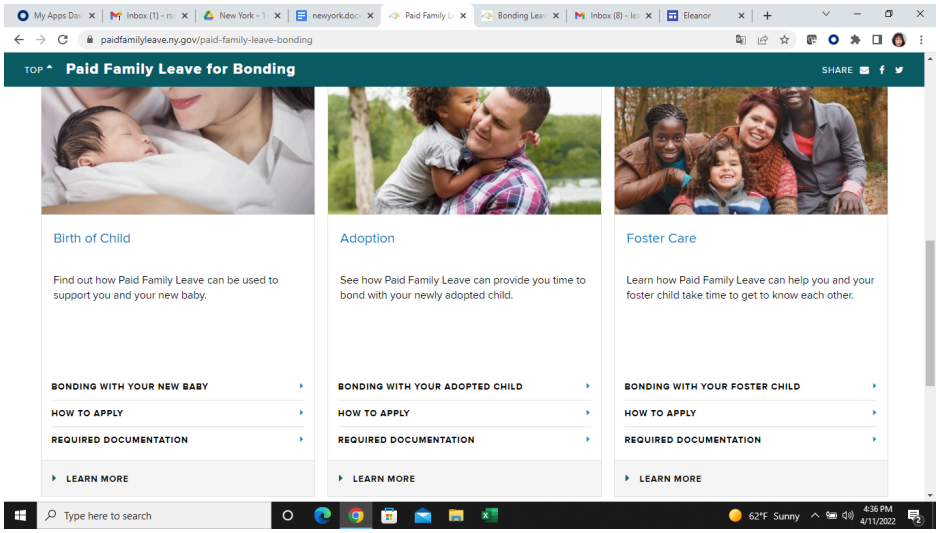
There is a full FAQ site from the state covering all the details about NYPFL, including:

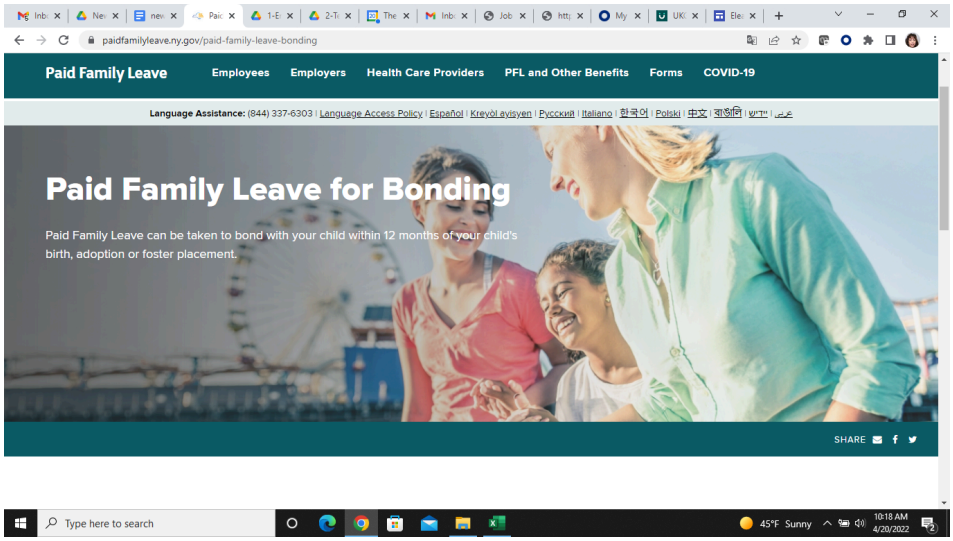
- Who is eligible for leave under the law
- Who is considered a family member
- What types of leave(s) are eligible to take
- How to file weekly claims
- And much more

We also encourage you to read this notice overviewing the beginning of NYFML.

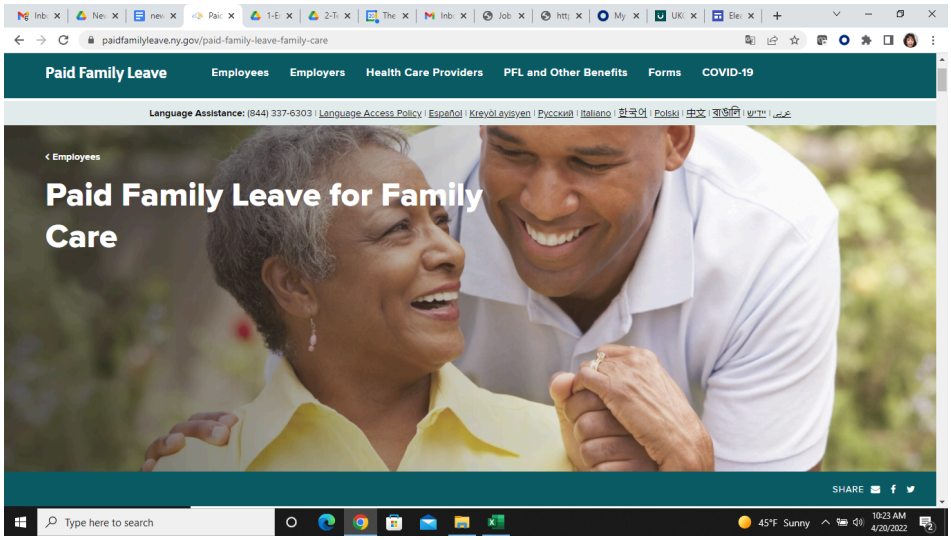
A calculator to estimate your weekly leave amount is here. As a reminder, your benefits are offset by the amount of paid state leave you're eligible for, and the usage of time off, such as PTO, does have a direct impact on your benefit provided by NYFML.

To help you with Secure access New York , the website where you will apply for NYFML, we have made the following handy step by step guide.





Mothers and fathers, including same-sex parents, can take job-protected, paid time off to bond with their newborn within the first 12 months of the child's birth. Baby Bonding



You can take Paid Family Leave to care for a close family member with a serious health condition, including family members outside of New York State.

Family members include:

- Spouse
- Domestic partner (including same and different gender couples; legal registration not required)
- Child/stepchild and anyone for whom you have legal custody
- Parent/stepparent
- Parent-in-law
- Grandparent
- Grandchild
- Sibling (starting in 2023)

You may be eligible to take up to 12 weeks of Paid Family Leave at 67 percent of your pay, up to a cap. See below for complete instructions on how to apply.

Requesting Paid Family Leave is easy. Start by planning your leave:

- Leave can be taken either all at once or intermittently, but must be taken in full-day increments.
- You must notify your employer at least 30 days before the start of leave if foreseeable; otherwise, notify your employer as soon as possible.
- Employees who hold more than one job may take Paid Family Leave from both jobs, but they must do so with both employers at the same time.

Important notes regarding intermittent leave: The maximum number of leave days you can take is based on the average number of days you work per week. For example, if you work an average of three days per week, you can take a maximum of 36 days of Paid Family Leave (3 days x 12 weeks). If you take intermittent leave and more than three months pass between days of Paid Family Leave, your next day or period of PFL is considered a new claim under the law. This means you will need to submit a new Request for Paid Family Leave.