

May 27, 2009

To: Mr. R. V. Maly, Jr., Vice President – CWA  
Mr. R. Middleton, International Representative – IBEW

Gentlemen:

Re: Follow-up – In-sourcing of Short Term Disability and Leave of Absence Administration from Aetna

This is in follow-up to my March 18 and April 24, 2009 communication notifying you that we will be in-sourcing from Aetna short term disability and leave of absence administration effective June 1, 2009. Please find attached a copy of the employee notice that will be sent to employees electronically on Friday, May 29, 2009. Supervisors will be asked to provide a copy of the notice to employees who do not have access to email.

David Birdsong  
Senior Manager-Labor Benefits Provisions  
Room 6G-215  
600 Mountain Avenue  
Murray Hill, NJ 07974

Copy to:

L. Grimes-Patow  
M. Flagge  
S. Muscat  
W. L. Schechter

## **New Process to Report and Administer Absences - Sickness, Accident and Leaves distributed to all U.S and Puerto Rico employees\***

As part of the ongoing integration of Human Resources programs, processes and tools within the North America region, a number of initiatives are being implemented. Effective June 1, 2009, the administration of the Alcatel-Lucent Short Term Disability (STD), Sickness and Accident Disability Benefit Plan (SADBP) plans, Family and Medical Leave Act (FMLA), State Family Leave Act (SFLA), Local Leaves Act (LLA) and Alcatel-Lucent Leaves of Absence (LOA) will be managed by Alcatel-Lucent Disability and Leave Administration Team for the U.S. and Puerto Rico.

In addition, all open cases as of May 31 will be transferred to the Alcatel-Lucent Disability and Leave Administration Team. Employees who have open cases will receive a letter from the Alcatel-Lucent Disability and Leave Administration Team informing them of their Disability Support Case Managers.

### **Reporting Absences**

**When you are absent due to an Injury or Illness that is non-work related ("sickness"), you are required to:**

- Report your absence for the first 7 days to your manager.

**When you are absent due to an On-Job Injury or Illness that is work related, you are required to:**

- Report your alleged work-related injury/illness to your Manager/Supervisor at the time of the incident (whether you are currently absent or not).
- Report your absence on the 1<sup>st</sup> day of absence to your manager.

### **Applying for FMLA, SFLA, LLA and/or LOA**

To apply for FMLA, SFLA, LLA or any Leave of Absence, you need to:

- Notify your manager of the Leave request at least thirty days in advance, or as soon as the need is known.
- Review the terms and conditions of the Leave.
- Complete and submit appropriate application(s) and any relevant supporting documentation, if required for the Leave, to the Disability & Leave Administrator (DLA).
- Respond to the Disability & Leave Administration Team in a timely manner.
- Contact your manager and the DLA at least 15 days in advance (or as soon as possible) of the anticipated return to work date.

### **For Additional Information**

- North America HR Service Center - Call 1-888-582-3684, or email at [HRServiceCtr@alcatel-lucent.com](mailto:HRServiceCtr@alcatel-lucent.com)
- [Absence Reporting Website](#) (This will not be live until June 1.)
- [Alcatel-Lucent North America Policy Guide](#)

*\*This does not apply to those entities that are not Alcatel-Lucent USA Inc. participating companies including, but are not limited to, Alcatel Vacuum Products, Genesys, Thompson Advisory Group (TAG), Alcatel-Lucent Managed Solutions LLC, LGS Innovations LLC and other subsidiaries or joint ventures which maintain separate policies on these matters.*