



# Amazing People. Amazing Benefits.

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## 2022 Benefits Transfer Guide

(U.S. employees)



This guide displays the most common transfers; however, it is not all inclusive. Some transfers may not allow a change in a benefit plan or program. Some benefit plans that you may become eligible for happen automatically, e.g. you transfer from Qwest Union Represented to Full-time Non-Union, you are automatically eligible for Survivor Benefits; however some do not happen automatically, e.g. you transfer from Part-time to Full-time, you will be required to enroll/waive in additional benefits within the timeframe allowed.

Be sure to review the information on the [Health and Life website](#) so that you have a clear understanding of those benefit plans or programs that require action.

If your transfer is not listed, please use the Resource page that provides additional plan and program information, visit the [Careers Transfers page](#) on the Intranet or call the Health and Life Service Center at 833.925.0487.

The transfers will be grouped into three categories: start, continue and end.

- “Start” – coverage will start on your transfer date
- “Continue” – coverage will continue on your transfer date
- “End” – coverage will generally end the last day of the month of your transfer date unless noted otherwise

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# Employee Classifications

An “employee,” for purposes of all Company benefit programs and policies, is an individual who is directly employed by Lumen and is treated and classified as a Company employee for payroll and benefit purposes. Using the Intranet search tool: enter Employee Classification Policy.

**Union represented employees should refer to their Collective Bargaining Agreement.**

## Based on workweek:

- **Full-time** - Positions which normally are scheduled to work a **minimum of 30 hours per week** can be classified as Full-time status with management and budgetary approvals. Employees in a Full-time status category are eligible for all employee benefits, subject to eligibility requirements of the particular benefit plan and satisfaction of relevant waiting periods. The Full-time or Part-time status assigned to your employment, not scheduled or actual hours worked, determines benefit eligibility.
- **Part-time** - Employees in a Part-time status category who are regularly scheduled to work at least 20 hours per week are eligible for the following benefits, subject to eligibility requirements of the particular benefit plan and satisfaction of relevant waiting periods: prorated holiday (4 hours), PTO (50% of eligible accrual) and leave policies (such as bereavement) (4 hours); Company-sponsored activities; and participation in the applicable 401(k) plan. The status assigned to your employment (i.e. Full-time or Part-time), not scheduled or actual hours worked, determine benefit eligibility.

Based on planned duration of position:

- **Regular** - Positions approved for an indefinite period of time are classified as regular.
- **Temporary** - Positions approved for a finite period of time to fill temporary and/or occasional needs, **generally less than six months** duration, are classified as temporary. Employees in this category are eligible for Medical benefits as required by the ACA but are not eligible for any other Company benefits, PTO, or holidays. Temporary employment should not exceed six continuous months without review by Human Resources, division management and approval by the Vice President, Benefits.

Temporary employees will be eligible for FMLA if they remain employed for 12 months and otherwise meet the eligibility requirements and may be eligible for leave under local and state paid and unpaid leave laws.

## U.S. Reserved Rights:

Lumen reserves the right to amend or terminate any employee policy – with respect to any or all classes of employees – without prior consultation with any employee, subject to any applicable laws and collective bargaining agreements. Lumen has the sole right and discretion to interpret and administer the terms of this Policy, including resolution of any questions regarding its scope, application or meaning. The decision of the Company shall be conclusive and binding on all persons.

# Full-time Qwest Union Represented Employees to Full-time Non-Union Employees\*

401(k)			
Plan/Program	Start	Continue	End
When employees transfer to a Non-Union Full-time position, the 401(k) contribution election will stay the same.	●	●	
<b>Principal</b> <a href="http://lumen.com/401k">lumen.com/401k</a> <b>800.547.7754</b>	401(k) starts if you were previously not participating	401(k) continues if you were previously participating	

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<b>Commuter Accounts</b> Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements. <b>Note:</b> Changes can be made throughout the year.		●	
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			

Disability			
Plan/Program	Start	Continue	End
<b>Short-Term Disability</b> <ul style="list-style-type: none"> <li>Must have 1 year of service</li> <li>Maximum benefit period of 26 weeks (6 months)</li> <li>Paid on a pre- or post-tax option based on election</li> </ul> <b>Note:</b> Imputed income will apply when electing the post-tax option.		●	
<b>Basic Long-Term Disability</b> (Company paid) <ul style="list-style-type: none"> <li>Must have 1 year of service</li> </ul>		●	
<b>Supplemental Long-Term Disability</b> (Employee paid) <ul style="list-style-type: none"> <li>Must have 1 year of service</li> </ul>		●	
<b>Short-Term Disability:</b> <b>Sedgwick</b> <a href="http://lumen.com/disability">lumen.com/disability</a> <b>844.223.7153</b>	<b>Long-Term Disability:</b> <b>The Standard</b> <b>855.290.9480</b>		

\*working a minimum of 30 hours per week

Family Medical and Leave Act (FMLA):			
Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

Other Leaves of Absence			
Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>	●		
<p><b>Maternity &amp; Parental Leave and Milk Stork</b></p> <p>Maternity &amp; Parental Leave provides a paid, approved absence for an expectant mother or new birth mother, non-birth mother, and father for the birth &amp; care of a newborn child. If eligible, this leave is covered under the Short-Term Disability (STD) Plan and/or FMLA. Adoption leave is also available under FMLA.</p> <p><b>Note:</b> If the employee is not eligible for STD or FMLA, they may be eligible under a State Leave law or company policy. Employees should contact Sedgwick to determine eligibility under State Leave law or company policy.</p> <p>The Company's Milk Stork benefit will help nursing mothers traveling for work to send extra special deliveries to their babies back home. Milk Stork gives nursing mothers the opportunity to ship expressed milk to their child from anywhere in the United States. It's as simple as logging into the Milk Stork website, entering the name and address of the hotel where the nursing mother is staying, and selecting the size/type of package needed. Milk Stork will have a cooler and materials waiting at the hotel upon arrival, ready to fill and ship to baby overnight by FedEx. Just click, pack and ship. If preferred to travel home with the milk, a travel tote can be ordered from Milk Stork that can be checked or carried on to airplanes.</p>	●		

<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
<p><b>Qwest Union Represented Leaves of Absence</b></p> <p>Refer to the Collective Bargaining Agreement (CBA) for more information.</p>			●

Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee’s spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>		●	
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental		●	
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			
<p>If coverage is “<b>Start</b>” or “<b>Continue</b>”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Life Insurance

Plan/Program	Start	Continue	End
<p>Life Insurance and Accidental Death and Dismemberment (AD&amp;D)</p> <ul style="list-style-type: none"> <li>• Employee Basic Life Insurance</li> <li>• Employee Supplemental Life Insurance</li> <li>• Spouse/Domestic Partner Supplemental Life Insurance</li> <li>• Child/ren Supplemental Life Insurance</li> <li>• Employee Basic AD&amp;D</li> <li>• Employee Supplemental AD&amp;D</li> <li>• Employee + One or more dependents Supplemental AD&amp;D</li> </ul>		●	
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is “<b>Start</b>” or “<b>Continue</b>”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Survivor Benefit

Plan/Program	Start	Continue	End
<p>This benefit is designed to financially assist a Non-Union employee’s eligible surviving spouse, domestic partner or child/ren should the employee pass away while working at the Company. The eligible designee will receive a lump-sum payment of six months worth of the employee’s base salary.</p>	●		
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			

## Voluntary Lifestyle Benefits

Plan/Program	Start	Continue	End
<p>Mercer offers a number of voluntary programs and discounts to employees.</p> <p><b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.</p>		●	
<p><b>Mercer</b>  <a href="https://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>  <b>800.380.0378</b></p>			

## Well Connected Wellness Program

Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company’s Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn’t matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	
<p><a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a>  <b>877.818.5826</b></p>			

# Part-time Qwest Union Represented Employees to Full-time Qwest Union Represented Employees

401(k)			
Plan/Program	Start	Continue	End
<p>When an employee transfers from one union to another, Part-time or Full-time contribution elections will remain the same.</p> <p><b>Note:</b> Temporary employees are not eligible to participate in the Union Represented plan except for Qwest temporary employees.</p>		●	
<p><b>Principal</b>  <a href="http://lumen.com/401k">lumen.com/401k</a>  <b>800.547.7754</b></p>			

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<p><b>Commuter Accounts</b></p> <p>Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements.</p> <p><b>Note:</b> Changes can be made throughout the year.</p>	●		
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			

Disability			
Plan/Program	Start	Continue	End
<p><b>Short-Term Disability</b></p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> <li>• Maximum benefit period of 26 weeks (6 months)</li> <li>• Paid on a pre or post-tax option based on election</li> </ul> <p><b>Note:</b> Imputed income will apply when electing the post-tax option.</p>	●		
<p><b>Basic Long-Term Disability</b> (Company paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>	●		
<p><b>Supplemental Long-Term Disability</b> (Employee paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>	●		
<p>Short-Term Disability:  <b>Sedgwick</b>  <a href="http://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>	<p>Long-Term Disability:  <b>The Standard</b>  <b>855.290.9480</b></p>		



### Family Medical and Leave Act (FMLA):

Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="http://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

### Other Leaves of Absence

Plan/Program	Start	Continue	End
<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
<p><b>Qwest Union Represented Leaves of Absence</b></p> <p>Refer to the Collective Bargaining Agreement (CBA) for more information.</p>		●	

### Fitness Reimbursement Program

Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee's spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>		●	
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

### Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts

Plan/Program	Start	Continue	End
Dental	●		
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	

Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision	●		
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>“Start”</b> or <b>“Continue”</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

Life Insurance			
Plan/Program	Start	Continue	End
<p>Life Insurance and Accidental Death and Dismemberment (AD&amp;D)</p> <ul style="list-style-type: none"> <li>• Employee Basic Life Insurance</li> <li>• Employee Supplemental Life Insurance</li> <li>• Spouse/Domestic Partner Supplemental Life Insurance</li> <li>• Child/ren Supplemental Life Insurance</li> <li>• Employee Basic AD&amp;D</li> <li>• Employee Supplemental AD&amp;D</li> <li>• Employee + One or more dependents Supplemental AD&amp;D</li> </ul>	●		
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>“Start”</b> or <b>“Continue”</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

Voluntary Lifestyle Benefits			
Plan/Program	Start	Continue	End
<p>Mercer offers a number of voluntary programs and discounts to employees.</p> <p><b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.</p>	●		
<p><b>Mercer</b>  <a href="http://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>  <b>800.380.0378</b></p>			

Well Connected Wellness Program			
Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company’s Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn’t matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	
<p><a href="http://lumen.com/wellconnected">lumen.com/wellconnected</a>  <b>877.818.5826</b></p>			

# Full-time Non-Union Employees\* to Full-time Qwest Union Represented Employees

401(k)			
Plan/Program	Start	Continue	End
<p>When employees transfer to a Union Represented Full-time or Part-time position, the 401(k) contribution election will stay the same.</p> <p><b>Note:</b> Temporary employees are not eligible to participate in the Union Represented plan except for Qwest temporary employees.</p>		●	
<p><b>Principal</b>  <a href="http://lumen.com/401k">lumen.com/401k</a>            800.547.7754</p>			

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<p><b>Commuter Accounts</b></p> <p>Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements.</p> <p><b>Note:</b> Changes can be made throughout the year.</p>		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>            833.925.0487</p>			

Disability			
Plan/Program	Start	Continue	End
<p><b>Short-Term Disability</b></p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> <li>• Maximum benefit period of 26 weeks (6 months)</li> <li>• Paid on a before pre or post-tax option based on election</li> </ul> <p><b>Note:</b> Imputed income will apply when electing the post-tax option.</p>		●	
<p><b>Basic Long-Term Disability</b> (Company paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<p><b>Supplemental Long-Term Disability</b> (Employee paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<p>Short-Term Disability:  <b>Sedgwick</b>  <a href="http://lumen.com/disability">lumen.com/disability</a>            844.223.7153</p>		<p>Long-Term Disability:  <b>The Standard</b>            855.290.9480</p>	

\*working a minimum of 30 hours per week

Family Medical and Leave Act (FMLA):			
Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

Other Leaves of Absence			
Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>			●
<p><b>Maternity &amp; Parental Leave and Milk Stork</b></p> <p>Maternity &amp; Parental Leave provides a paid, approved absence for an expectant mother or new birth mother, non-birth mother, and father for the birth &amp; care of a newborn child. If eligible, this leave is covered under the Short-Term Disability (STD) Plan and/or FMLA. Adoption leave is also available under FMLA.</p> <p><b>Note:</b> If the employee is not eligible for STD or FMLA, they may be eligible under a State Leave law or company policy. Employees should contact Sedgwick to determine eligibility under State Leave law or company policy.</p> <p>The Company's Milk Stork benefit will help nursing mothers traveling for work to send extra special deliveries to their babies back home. Milk Stork gives nursing mothers the opportunity to ship expressed milk to their child from anywhere in the United States. It's as simple as logging into the Milk Stork website, entering the name and address of the hotel where the nursing mother is staying, and selecting the size/type of package needed. Milk Stork will have a cooler and materials waiting at the hotel upon arrival, ready to fill and ship to baby overnight by FedEx. Just click, pack and ship. If preferred to travel home with the milk, a travel tote can be ordered from Milk Stork that can be checked or carried on to airplanes.</p>			●

<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
<p><b>Qwest Union Represented Leaves of Absence</b></p> <p>Refer to the Collective Bargaining Agreement (CBA) for more information.</p>	●		

Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee’s spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>		●	
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental		●	
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			
<p>If coverage is “<b>Start</b>” or “<b>Continue</b>”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Life Insurance

Plan/Program	Start	Continue	End
Life Insurance and Accidental Death and Dismemberment (AD&D) <ul style="list-style-type: none"> <li>Employee Basic Life Insurance</li> <li>Employee Supplemental Life Insurance</li> <li>Spouse/Domestic Partner Supplemental Life Insurance</li> <li>Child/ren Supplemental Life Insurance</li> <li>Employee Basic AD&amp;D</li> <li>Employee Supplemental AD&amp;D</li> <li>Employee + One or more dependents Supplemental AD&amp;D</li> </ul>		●	
<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			
If coverage is “ <b>Start</b> ” or “ <b>Continue</b> ”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.			

## Survivor Benefit

Plan/Program	Start	Continue	End
This benefit is designed to financially assist a Non-Union employee’s eligible surviving spouse, domestic partner or child/ren should the employee pass away while working at the Company. The eligible designee will receive a lump-sum payment of six months worth of the employee’s base salary.			●
<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			

## Voluntary Lifestyle Benefits

Plan/Program	Start	Continue	End
Mercer offers a number of voluntary programs and discounts to employees.  <b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.		●	
<b>Mercer</b> <a href="https://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a> <b>800.380.0378</b>			

## Well Connected Wellness Program

Plan/Program	Start	Continue	End
<b>Well Connected Wellness Program</b>  The Company’s Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn’t matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.		●	
<a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a> <b>877.818.5826</b>			

# Full-time Non-Union Employees\* to Part-time Non-Union Employees\*\*

401(k)			
Plan/Program	Start	Continue	End
When employees transfer to a Non-Union Full-time or Part-time position, the 401(k) contribution election will stay the same.		●	
<b>Principal</b> <a href="http://lumen.com/401k">lumen.com/401k</a> <b>800.547.7754</b>			

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<b>Commuter Accounts</b> Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements. <b>Note:</b> Changes can be made throughout the year.			●
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			

Disability			
Plan/Program	Start	Continue	End
<b>Short-Term Disability</b> <ul style="list-style-type: none"> <li>Must have 1 year of service</li> <li>Maximum benefit period of 26 weeks (6 months)</li> <li>Paid on a pre or post-tax option based on election</li> </ul> <b>Note:</b> Imputed income will apply when electing the post-tax option.		●	
<b>Basic Long-Term Disability</b> (Company paid) <ul style="list-style-type: none"> <li>Must have 1 year of service</li> </ul>		●	
<b>Supplemental Long-Term Disability</b> (Employee paid) <ul style="list-style-type: none"> <li>Must have 1 year of service</li> </ul>		●	
<b>Short-Term Disability:</b> <b>Sedgwick</b> <a href="http://lumen.com/disability">lumen.com/disability</a> <b>844.223.7153</b>	<b>Long-Term Disability:</b> <b>The Standard</b> <b>855.290.9480</b>		

\*working a minimum of 30 hours per week

\*\*working at least 20 hours per week

**Family Medical and Leave Act (FMLA):**

Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

**Other Leaves of Absence**

Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>			●
<p><b>Maternity &amp; Parental Leave and Milk Stork</b></p> <p>Maternity &amp; Parental Leave provides a paid, approved absence for an expectant mother or new birth mother, non-birth mother, and father for the birth &amp; care of a newborn child. If eligible, this leave is covered under the Short-Term Disability (STD) Plan and/or FMLA. Adoption leave is also available under FMLA.</p> <p><b>Note:</b> If the employee is not eligible for STD or FMLA, they may be eligible under a State Leave law or company policy. Employees should contact Sedgwick to determine eligibility under State Leave law or company policy.</p> <p>The Company's Milk Stork benefit will help nursing mothers traveling for work to send extra special deliveries to their babies back home. Milk Stork gives nursing mothers the opportunity to ship expressed milk to their child from anywhere in the United States. It's as simple as logging into the Milk Stork website, entering the name and address of the hotel where the nursing mother is staying, and selecting the size/type of package needed. Milk Stork will have a cooler and materials waiting at the hotel upon arrival, ready to fill and ship to baby overnight by FedEx. Just click, pack and ship. If preferred to travel home with the milk, a travel tote can be ordered from Milk Stork that can be checked or carried on to airplanes.</p>			●



<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
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Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee's spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>			●
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental			●
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision			●
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>“Start”</b> or <b>“Continue”</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Life Insurance

Plan/Program	Start	Continue	End
<p>Life Insurance and Accidental Death and Dismemberment (AD&amp;D)</p> <ul style="list-style-type: none"> <li>Employee Basic Life Insurance</li> <li>Employee Supplemental Life Insurance</li> <li>Spouse/Domestic Partner Supplemental Life Insurance</li> <li>Child/ren Supplemental Life Insurance</li> <li>Employee Basic AD&amp;D</li> <li>Employee Supplemental AD&amp;D</li> <li>Employee + One or more dependents Supplemental AD&amp;D</li> </ul>			●
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is “<b>Start</b>” or “<b>Continue</b>”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Survivor Benefit

Plan/Program	Start	Continue	End
<p>This benefit is designed to financially assist a Non-Union employee’s eligible surviving spouse, domestic partner or child/ren should the employee pass away while working at the Company. The eligible designee will receive a lump-sum payment of six months worth of the employee’s base salary.</p>			●
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			

## Voluntary Lifestyle Benefits

Plan/Program	Start	Continue	End
<p>Mercer offers a number of voluntary programs and discounts to employees.</p> <p><b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.</p>			●
<p><b>Mercer</b>  <a href="https://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>  <b>800.380.0378</b></p>			

## Well Connected Wellness Program

Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company’s Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn’t matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	
<p><a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a>  <b>877.818.5826</b></p>			

# Full-time Union Represented Employees to Full-time Union Represented Employees (different union)

401(k)			
Plan/Program	Start	Continue	End
When an employee transfers from one union to another, contribution elections will remain the same, unless the employee is transferred to a Union that has implemented auto enrollment. If the employee has not made a 401(k) contribution election the employee will be auto-enrolled at 3%.		●	
<b>Principal</b> <a href="http://lumen.com/401k">lumen.com/401k</a> <b>800.547.7754</b>			

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<b>Commuter Accounts</b> Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements. <b>Note:</b> Changes can be made throughout the year.		●	
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			

Disability			
Plan/Program	Start	Continue	End
<b>Short-Term Disability</b> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> <li>• Maximum benefit period of 26 weeks (6 months)</li> <li>• Paid on a pre or post-tax option based on election</li> </ul> <b>Note:</b> Imputed income will apply when electing the post-tax option.		●	
<b>Basic Long-Term Disability</b> (Company paid) <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<b>Supplemental Long-Term Disability</b> (Employee paid) <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<b>Short-Term Disability:</b> <b>Sedgwick</b> <a href="http://lumen.com/disability">lumen.com/disability</a> <b>844.223.7153</b>	<b>Long-Term Disability:</b> <b>The Standard</b> <b>855.290.9480</b>		

**Family Medical and Leave Act (FMLA):**

Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

**Other Leaves of Absence**

Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>		●	
<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	

Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee's spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.		●	
Using the Intranet search; enter <b>Fitness Reimbursement</b>			
Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental		●	
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision		●	
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			
If coverage is <b>"Start"</b> or <b>"Continue"</b> , be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.			

Life Insurance			
Plan/Program	Start	Continue	End
Life Insurance and Accidental Death and Dismemberment (AD&D) <ul style="list-style-type: none"> <li>• Employee Basic Life Insurance</li> <li>• Employee Supplemental Life Insurance</li> <li>• Spouse/Domestic Partner Supplemental Life Insurance</li> <li>• Child/ren Supplemental Life Insurance</li> <li>• Employee Basic AD&amp;D</li> <li>• Employee Supplemental AD&amp;D</li> <li>• Employee + One or more dependents Supplemental AD&amp;D</li> </ul>		●	
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			
If coverage is <b>"Start"</b> or <b>"Continue"</b> , be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.			

## Voluntary Lifestyle Benefits

Plan/Program	Start	Continue	End
<p>Mercer offers a number of voluntary programs and discounts to employees.</p> <p><b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.</p>		●	

**Mercer**  
[lumen.com/voluntarybenefits](https://lumen.com/voluntarybenefits)  
**800.380.0378**

## Well Connected Wellness Program

Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company's Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn't matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	

[lumen.com/wellconnected](https://lumen.com/wellconnected)  
**877.818.5826**

# Full-time Non-Union Employees\* to Full-time Union Represented Employees

401(k)			
Plan/Program	Start	Continue	End
When employees transfer to a Union Represented Full-time or Part-time position, the 401(k) contribution election will stay the same.		●	
<b>Principal</b> <a href="http://lumen.com/401k">lumen.com/401k</a> <b>800.547.7754</b>			

Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<b>Commuter Accounts</b> Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements. <b>Note:</b> Changes can be made throughout the year.		●	
<a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a> <b>833.925.0487</b>			

Disability			
Plan/Program	Start	Continue	End
<b>Short-Term Disability</b> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> <li>• Maximum benefit period of 26 weeks (6 months)</li> <li>• Paid on a pre or post-tax option based on election</li> </ul> <b>Note:</b> Imputed income will apply when electing the post-tax option.		●	
<b>Basic Long-Term Disability</b> (Company paid) <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<b>Supplemental Long-Term Disability</b> (Employee paid) <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<b>Short-Term Disability:</b> <b>Sedgwick</b> <a href="http://lumen.com/disability">lumen.com/disability</a> <b>844.223.7153</b>	<b>Long-Term Disability:</b> <b>The Standard</b> <b>855.290.9480</b>		

\*working a minimum of 30 hours per week

## Family Medical and Leave Act (FMLA):

Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p><b>Sedgwick</b>  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

## Other Leaves of Absence

Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>		●	
<p><b>Maternity &amp; Parental Leave and Milk Stork</b></p> <p>Maternity &amp; Parental Leave provides a paid, approved absence for an expectant mother or new birth mother, non-birth mother, and father for the birth &amp; care of a newborn child. If eligible, this leave is covered under the Short-Term Disability (STD) Plan and/or FMLA. Adoption leave is also available under FMLA.</p> <p><b>Note:</b> If the employee is not eligible for STD or FMLA, they may be eligible under a State Leave law or company policy. Employees should contact Sedgwick to determine eligibility under State Leave law or company policy.</p> <p>The Company's Milk Stork benefit will help nursing mothers traveling for work to send extra special deliveries to their babies back home. Milk Stork gives nursing mothers the opportunity to ship expressed milk to their child from anywhere in the United States. It's as simple as logging into the Milk Stork website, entering the name and address of the hotel where the nursing mother is staying, and selecting the size/type of package needed. Milk Stork will have a cooler and materials waiting at the hotel upon arrival, ready to fill and ship to baby overnight by FedEx. Just click, pack and ship. If preferred to travel home with the milk, a travel tote can be ordered from Milk Stork that can be checked or carried on to airplanes.</p>			●



<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
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Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee's spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>		●	
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental		●	
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>"Start"</b> or <b>"Continue"</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Life Insurance

Plan/Program	Start	Continue	End
<p>Life Insurance and Accidental Death and Dismemberment (AD&amp;D)</p> <ul style="list-style-type: none"> <li>Employee Basic Life Insurance</li> <li>Employee Supplemental Life Insurance</li> <li>Spouse/Domestic Partner Supplemental Life Insurance</li> <li>Child/ren Supplemental Life Insurance</li> <li>Employee Basic AD&amp;D</li> <li>Employee Supplemental AD&amp;D</li> <li>Employee + One or more dependents Supplemental AD&amp;D</li> </ul>		●	
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is “<b>Start</b>” or “<b>Continue</b>”, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

## Survivor Benefit

Plan/Program	Start	Continue	End
<p>This benefit is designed to financially assist a Non-Union employee’s eligible surviving spouse, domestic partner or child/ren should the employee pass away while working at the Company. The eligible designee will receive a lump-sum payment of six months worth of the employee’s base salary.</p>			●
<p><a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			

## Voluntary Lifestyle Benefits

Plan/Program	Start	Continue	End
<p>Mercer offers a number of voluntary programs and discounts to employees.</p> <p><b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.</p>		●	
<p><b>Mercer</b>  <a href="https://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>  <b>800.380.0378</b></p>			

## Well Connected Wellness Program

Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company’s Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn’t matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	
<p><a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a>  <b>877.818.5826</b></p>			

# Full-time Qwest Union Represented Employees to Full-time Union Represented Employees

401(k)			
Plan/Program	Start	Continue	End
<p>When an employee transfers from one union to another, contribution elections will remain the same.</p> <p><b>Note:</b> Temporary employees are not eligible to participate in the Union Represented plan except for Qwest temporary employees.</p>		●	
<p><b>Principal</b>  <a href="http://lumen.com/401k">lumen.com/401k</a>  <b>800.547.7754</b></p>			
Commuter (Transportation & Parking Accounts) - Qualified Transportation Plan			
Plan/Program	Start	Continue	End
<p><b>Commuter Accounts</b></p> <p>Full-time employees are eligible to elect to enroll in the Commuter Spending Account on the 31st day of employment. Contributions are made on a pre-tax basis during the calendar year to reimburse Mass Transit expenses or Parking reimbursements.</p> <p><b>Note:</b> Changes can be made throughout the year.</p>		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p>			
Disability			
Plan/Program	Start	Continue	End
<p><b>Short-Term Disability</b></p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> <li>• Maximum benefit period of 26 weeks (6 months)</li> <li>• Paid on a before pre or post-tax option based on election</li> </ul> <p><b>Note:</b> Imputed income will apply when electing the post-tax option.</p>		●	
<p><b>Basic Long-Term Disability</b> (Company paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<p><b>Supplemental Long-Term Disability</b> (Employee paid)</p> <ul style="list-style-type: none"> <li>• Must have 1 year of service</li> </ul>		●	
<p>Short-Term Disability:  <b>Sedgwick</b>  <a href="http://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>	<p>Long-Term Disability:  <b>The Standard</b>  <b>855.290.9480</b></p>		

Family Medical and Leave Act (FMLA):			
Plan/Program	Start	Continue	End
<p>FMLA provides job-protected leaves of absence for up to 12 workweeks (generally 480 hours) per rolling 12 months for eligible employees due to employee's own OR family member's serious health condition, birth or placement of child, or needs related to a family members active duty or call covered active duty in military.</p> <p>FMLA Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>1. Must have at least 1 year of service</li> <li>2. Must have worked at least 1250 hours in the past 12 months</li> <li>3. Cannot have exhausted 12 weeks (generally 480 hours) of FMLA time in the past 12 months</li> </ol>		●	
<p>Sedgwick  <a href="https://lumen.com/disability">lumen.com/disability</a>  <b>844.223.7153</b></p>			

Other Leaves of Absence			
Plan/Program	Start	Continue	End
<p><b>Administrative Leave of Absence</b></p> <p>Full-time employees with at least 6 months of service may be eligible to take an Administrative Leave of Absence. Administrative Leaves of Absence may be granted for various reasons or purposes, including critical personal problems; medical issues involving a member of employee's immediate family; ineligibility for or have exhausted federal, state and/or local leave; or other unusual, unavoidable, or emergency circumstances that require extended absence from work.</p>	●		
<p><b>Military Leave of Absence</b></p> <p>The Company provides up to ten (10) workdays paid time per year to Full-time and Part-time employees attending uniformed services training or training for State Guard. Employees will receive their regular base pay, less any base pay received from the military. Travel, housing allowances, and reimbursed expenses are not offset against pay. For Full-time and Part-time employees, training in excess of ten (10) workdays per year is unpaid, unless the employee chooses to use available PTO/FTO (paid time off or flexible time off).</p> <p>While on active military duty, a Full-time or Part-time employee will continue to receive his/her regular base pay from the Company for up to twelve months (cumulative total during employment) (which shall include time paid while employed by a company acquired by us other than Level 3), less base pay received from the military.</p>		●	
<p><b>Qwest Union Represented Leaves of Absence</b></p> <p>Refer to the Collective Bargaining Agreement (CBA) for more information.</p>			●

Fitness Reimbursement Program			
Plan/Program	Start	Continue	End
<p>The Company pays half the cost (up to \$25) for monthly gym or fitness membership. Employee's spouse or domestic partner can also be reimbursed, if enrolled in a Company medical plan.</p>		●	
<p>Using the Intranet search; enter <b>Fitness Reimbursement</b></p>			

Healthcare (Medical/Prescription Drug, Dental and Vision) Savings/Spending Accounts			
Plan/Program	Start	Continue	End
Dental		●	
Flexible Spending Accounts (Health Care/Limited Purpose and Dependent Day Care)		●	
Health Savings Account (HSA) if enrolled in the Savings High Deductible Health Plan (HDHP)		●	
Medical/Prescription Drug coverage		●	
Employee Assistance Plan (do not need to be enrolled in a medical plan to use EAP)		●	
Vision		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>“Start”</b> or <b>“Continue”</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

Life Insurance			
Plan/Program	Start	Continue	End
Life Insurance and Accidental Death and Dismemberment (AD&D) <ul style="list-style-type: none"> <li>• Employee Basic Life Insurance</li> <li>• Employee Supplemental Life Insurance</li> <li>• Spouse/Domestic Partner Supplemental Life Insurance</li> <li>• Child/ren Supplemental Life Insurance</li> <li>• Employee Basic AD&amp;D</li> <li>• Employee Supplemental AD&amp;D</li> <li>• Employee + One or more dependents Supplemental AD&amp;D</li> </ul>		●	
<p><a href="http://lumen.com/healthandlife">lumen.com/healthandlife</a>  <b>833.925.0487</b></p> <p>If coverage is <b>“Start”</b> or <b>“Continue”</b>, be sure to review the <b>benefit premiums</b> on the Intranet. Using the Intranet search, <b>U.S. benefit premiums</b> or locate the benefit premiums on the Health and Life website as premiums may change based on transfer.</p>			

Voluntary Lifestyle Benefits			
Plan/Program	Start	Continue	End
Mercer offers a number of voluntary programs and discounts to employees.  <b>Note:</b> Voluntary Lifestyle benefits are not Company-sponsored ERISA benefits.		●	
<p><b>Mercer</b>  <a href="http://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>  <b>800.380.0378</b></p>			

Well Connected Wellness Program			
Plan/Program	Start	Continue	End
<p><b>Well Connected Wellness Program</b></p> <p>The Company's Well Connected program is designed to help employees achieve a state of balance in their personal and professional life. It doesn't matter if they are working on physical wellness, financial wellness, or another area, the wellness program is designed to help employees live a balanced and optimal life. The Well Connected program provides access to a number of resources and activities to support optimal health and performance.</p>		●	
<p><a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a>  <b>877.818.5826</b></p>			

# Other Plans/Programs to Consider

When employees need more detailed information, they can review the Summary Plan Descriptions (SPDs) and Summary Material Modifications (SMMs), if applicable, on the Intranet. There is helpful information on the Intranet by using the search tool and entering a key word.

Plan/Program	Summary	Where to find more information - enter key word on the Intranet or refer to the website
<b>Adoption Assistance</b>	<p>This policy applies to all Full-time employees. The employee must have worked for the company a minimum of six months as a Full-time employee prior to the start of the adoption proceedings for which reimbursement is to be provided. The maximum reimbursement for reasonable expenses as the result of a legal adoption for a child under the age of 18 which also includes stepchildren who are adopted by an employee or the employee's spouse is a maximum of 100% up to \$5,000 per child, \$6,000 for special needs.</p> <p><b>Note:</b> The maximum amount for Qwest Union Represented Employees employees is \$2,500.00 per child and \$1,000.00 for special needs.</p>	<p>Refer to Policy located in Policy Library</p> <p><b>Using the Intranet Search tool:</b> enter Adoption Assistance</p>
<b>Bereavement</b>	<p>This policy applies to all Non-Union employees. Union Represented employees should refer to their Collective Bargaining Agreement.</p> <p>Employees will receive ten (10) paid business days off in the event of the death of the following immediate family members:</p> <ul style="list-style-type: none"> <li>• spouse</li> <li>• domestic partner</li> <li>• father (including step-parents)</li> <li>• mother (including step-parents)</li> <li>• son (including step- children and children of a domestic partner)</li> <li>• daughter (including step-children and children of a domestic partner)</li> <li>• brother (including step-brother or step-sister)</li> <li>• sister (including step-brother or step-sister)</li> <li>• and grandchildren</li> </ul> <p>Employees will receive three (3) paid business days in the event of the death of the following other family members:</p> <ul style="list-style-type: none"> <li>• grandparents</li> <li>• step-grandparents</li> <li>• mother-in-law</li> <li>• father-in-law</li> <li>• parents of a domestic partner</li> <li>• sister-in-law</li> <li>• brother-in-law</li> <li>• son-in-law</li> <li>• daughter-in-law</li> <li>• grandmother-in-law</li> <li>• grandfather-in-law</li> <li>• aunt</li> <li>• uncle</li> <li>• or any person who lives as a part of the immediate family</li> </ul>	<p>Refer to Policy located in Policy Library</p> <p><b>Using the Intranet Search tool:</b> enter Bereavement</p>

Plan/Program	Summary	Where to find more information - enter key word on the Intranet or refer to the website																		
<b>Bereavement</b> (continued)	<ul style="list-style-type: none"> <li>If the employee cannot return to work at the end of the paid days of bereavement leave, the employee may take up to an additional 20 business days unpaid leave, or code as PTO (if available), or FTO (if eligible).</li> <li>Days off may be taken intermittently in minimum increments of at least 5 business days with the approval of the employee's manager.</li> <li>Bereavement days must start within 90 days of death and end within 6 months of date of death.</li> </ul>	Refer to Policy located in Policy Library <b>Using the Intranet Search tool:</b> enter Bereavement																		
<b>Care@Work</b>	<p>The Company provides access to Care.com so employees can get the help they need – when and where it is needed. Use the Care.com membership to post jobs, search and contact local caregivers to find: Nannies, sitters, senior caregivers, Pet sitters/walkers, personal assistants, house cleaners and more! Access Care.com from a desktop or the Care.com App.</p> <p>Lumen employees can get the help they need – when and where they need it. Through a Care.com membership, employees have access the world's largest network of caregivers, each vetted by Care.com's rigorous screening process. Access Care.com from a desktop or the Care.com mobile app to post jobs, search and contact local caregivers such as nannies, sitters, senior caregivers, pet sitters/walkers, personal assistants, house cleaners and more! Benefits include company-subsidized and vetted child and adult backup care when regular care isn't available. This program can also provide guidance and assistance from Master's level social workers to help with everything from identifying and recommending caregivers or assisted living communities to understanding insurance and complex payer sources.</p>	<a href="https://lumen.com/CareAtWork">lumen.com/CareAtWork</a> <b>Using the Intranet Search tool:</b> enter Care@Work																		
<b>Celebration</b>	<p>This policy is applicable to all Full-time and Part-time employees and provides both anniversary celebrations for current employees and service celebrations to departing employees.</p> <ul style="list-style-type: none"> <li>Celebration attendees may include the employee, the employee's supervisor/ management, and co-workers (including retirees). Employees may also invite immediate family members to join the workgroup celebration, but the primary focus of the celebration is to be with the workgroup, not as a family dinner or family event.</li> <li>A maximum expenditure applies for the gathering, with the amount varying based on years of service as shown below:</li> </ul> <table border="1" data-bbox="391 1415 1049 1843"> <thead> <tr> <th colspan="2" data-bbox="391 1415 1049 1465"><b>Suggested Budget: Service Anniversary Celebration</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1465 721 1514">5 &amp; 10 years</td> <td data-bbox="721 1465 1049 1514">\$50</td> </tr> <tr> <td data-bbox="391 1514 721 1562">15 &amp; 20 years</td> <td data-bbox="721 1514 1049 1562">\$100</td> </tr> <tr> <td data-bbox="391 1562 721 1610">25 &amp; 30 years</td> <td data-bbox="721 1562 1049 1610">\$150</td> </tr> <tr> <td data-bbox="391 1610 721 1659">35 &amp; 40 years</td> <td data-bbox="721 1610 1049 1659">\$200</td> </tr> <tr> <td data-bbox="391 1659 721 1707">45 &amp; 50 years</td> <td data-bbox="721 1659 1049 1707">\$250</td> </tr> <tr> <th colspan="2" data-bbox="391 1707 1049 1757"><b>Suggested Budget: Departing Celebration</b></th> </tr> <tr> <td data-bbox="391 1757 721 1806">10 - 20 years</td> <td data-bbox="721 1757 1049 1806">\$250</td> </tr> <tr> <td data-bbox="391 1806 721 1843">20 years or more</td> <td data-bbox="721 1806 1049 1843">\$500</td> </tr> </tbody> </table> <p>Celebrations are contingent upon work group budget availability. Decisions regarding budget and method of celebration are left to the discretion the leadership of each business function.</p>	<b>Suggested Budget: Service Anniversary Celebration</b>		5 & 10 years	\$50	15 & 20 years	\$100	25 & 30 years	\$150	35 & 40 years	\$200	45 & 50 years	\$250	<b>Suggested Budget: Departing Celebration</b>		10 - 20 years	\$250	20 years or more	\$500	Refer to Policy located in Policy Library <b>Using the Intranet Search tool:</b> enter Celebration
<b>Suggested Budget: Service Anniversary Celebration</b>																				
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10 - 20 years	\$250																			
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Plan/Program	Summary	Where to find more information - enter key word on the Intranet or refer to the website
<b>Employee Concessions</b>	The Company offers two different concession programs to employees. Eligible employees can apply for the concession available to them.	<p><b>Ensemble Account &amp; Billing Support</b> (Legacy CenturyLink billing) 800.201.4099</p> <p><b>CRIS Account &amp; Billing Support</b> (Legacy Qwest billing) 800.244.1111</p> <p><b>Using the Intranet Search tool:</b> enter Employee Discounts &amp; Concessions</p>
<b>Employee Discounts</b>	PerkSpot provides exclusive access to fantastic travel deals, great gifts, and practical everyday necessities, all at specially negotiated prices for all Company employees.	<a href="http://lumen.com/employeeperks">lumen.com/employeeperks</a>
<b>Holiday Schedule</b>	<p>This policy applies to all Full-time Non-Union Employees. Union Represented Employees should refer to their Collective Bargaining Agreement. Regular Part-time employees will be paid four hours for each holiday ordinarily scheduled to work.</p> <p>The following holidays are recognized and observed by Non-Union employees at most Company locations:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Martin Luther King Jr. Day</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Thanksgiving Day</li> <li>• Day after Thanksgiving</li> <li>• Christmas Eve</li> <li>• Christmas Day</li> <li>• One Floating Holiday</li> </ul> <p>The Company will determine which days the business will be closed for the holidays. In most cases, that day will be the actual holiday. In some cases, the holiday may be on a different day than the actual holiday.</p> <p>Employees will have one paid day off annually to be used at their discretion. The Floating Holiday pay code is 9510 and like other observed holidays, must be used in the year it's granted. Employees are expected to follow department and manager guidelines to schedule the Floating Holiday time off.</p>	<p>Refer to Policy located in Policy Library</p> <p><b>Using the Intranet Search tool:</b> enter Holidays</p>
<b>Pension</b>	The Company's Combined Pension Plan	<p>Please contact the Pension Service Center to discuss how transferring will impact Pension benefits.</p> <p><a href="http://lumen.com/pension">lumen.com/pension</a></p> <p><b>888.324.0689</b></p>
<b>Time Off</b>	<p><b>Paid Time Off (PTO):</b> Applies to Non-Union Employees, Full-time and Part-time employees assigned to grades P3 and M2.</p> <p><b>Flexible Time Off (FTO):</b> Applies to Non-Union Employees, regular Full-time exempt (salaried) employees in eligible positions, assigned to grades P4/S3/SS3/SE3/I16 or above, by any eligible U.S. subsidiary.</p> <p><b>Note:</b> Union Represented employees should refer to their respective Collective Bargaining Agreement for more information or submit an HR ticket.</p>	<p>Refer to Policy located in Policy Library</p> <p><b>Using the Intranet Search tool:</b> enter Time Off</p>

# Helpful Resources

Plan/Program	Website	Phone Number
<b>401(k) - Principal</b>	<a href="https://lumen.com/401k">lumen.com/401k</a>	800.547.7754
<b>Commuter (Transportation &amp; Parking Accounts) - Qualified Transportation Plan</b> - Lumen Health and Life Service Center	<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>	833.925.0487
<b>Disability</b> - Sedgwick or The Standard	<b>Short-Term Disability:</b> <a href="https://lumen.com/disability">lumen.com/disability</a>	<b>Short-Term Disability:</b> Sedgwick 844.223.7153 <b>Long-Term Disability:</b> The Standard 855.290.9480
<b>Employee Assistance Plan (EAP)</b> - Optum	<a href="https://lumen.com/EAP">lumen.com/EAP</a>	866.374.6061
<b>Family Medical and Leave Act (FMLA)</b> - Sedgwick	<a href="https://lumen.com/disability">lumen.com/disability</a>	844.223.7153
<b>Fitness Reimbursement</b>	<b>Using the Intranet Search tool:</b> enter Fitness Reimbursement	n/a
<b>Healthcare (Medical/Prescription Drug, Dental and Vision) and Savings/Spending Accounts</b> - Lumen Health and Life Service Center	<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>	833.925.0487
<b>Life Insurance</b> - Lumen Health and Life Service Center	<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>	833.925.0487
<b>Optum Bank</b>	<a href="https://optumbank.com/resources">optumbank.com/resources</a>	866.234.8913
<b>Pension</b> - Pension Service Center	<a href="https://lumen.com/pension">lumen.com/pension</a>	888.324.0689
<b>Survivor Benefit Plan</b>	<a href="https://lumen.com/healthandlife">lumen.com/healthandlife</a>	833.925.0487
<b>Tuition Assistance</b> - Edassist	<a href="https://lumen.com/education">lumen.com/education</a>	800.729.7526
<b>Voluntary Lifestyle Benefits</b> - Mercer	<a href="https://lumen.com/voluntarybenefits">lumen.com/voluntarybenefits</a>	800.380.0378
<b>Well Connected Wellness Program</b>	<a href="https://lumen.com/wellconnected">lumen.com/wellconnected</a>	877.818.5826

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# Company's Reserved Rights

For specific employee benefit Plan information, refer to the respective official Plan Documents, including the applicable Summary Plan Description and Summaries of Material Modifications, if any. If there is any conflict between the terms of the official Plan Documents and this document, the terms of the official Plan Documents will govern. The Plan Administrator has the authority, discretion and the right to interpret and resolve any ambiguities in the Plan or any document relating to the Plan, to supply omissions and resolve conflicts. Benefits, and contribution obligations, if any, are determined by the Company in its sole discretion. While the Plan has processes in place to prevent errors and mistakes, if a clerical error or mistake happens (however occurring), such error or mistake does not create a right to a Benefit or level of contribution rate under the Plan. You have an obligation to correct any errors or omissions that come to your attention by calling the Service Center to correct the error or omission.

The Plan Administrator may adopt, at any time, rules and procedures that it determines to be necessary or desirable with respect to the operation of the Plan. The Company reserves the right to amend or terminate any or all of the Plans and any or all Benefits provided and to change costs— with respect to all classes of Participants, retired or otherwise—and their beneficiaries, without prior notice to or consultation with any Participants and beneficiaries, subject to applicable law, collective bargaining (if applicable) and the terms of the respective, applicable official Plan Documents.