



Leave of Absence – Short-Term Disability

Entergy system policy
Rev. 14.3 | 2/3/2025

SME: Teresa Gray,
tgray2@entergy.com

Responsible officer: Kathryn Collins

Our values

- safety
- teamwork
- always learning
- integrity
- respect

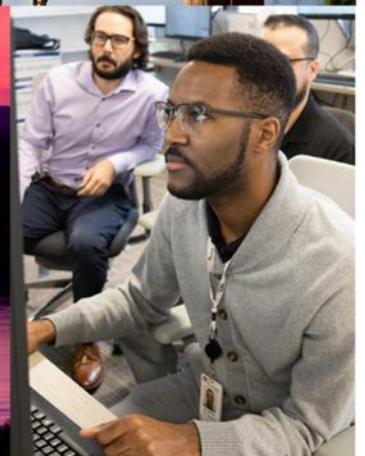


Table of Contents

- Table of Contents 1**
- Why do we need this policy? 2**
 - 1.1 What is the purpose of the Leave of Absence – Short-Term Disability Policy? 2
 - 1.2 What are our responsibilities? 2
- What do we need to know? 6**
 - 2.1 Short-Term Disability Benefits Program 6
 - 2.2 Eligibility Requirements for Short-Term Disability Benefits 6
 - 2.3 STD Leave 6
 - 2.4 Temporary Transfer and/or Reduced Job Functions 8
 - 2.5 STD Pay 8
 - 2.6 When STD Leave Begins 10
 - 2.7 Benefits While on Short-Term Disability Leave 12
 - 2.8 Exclusions from Short-Term Disability Benefits 13
 - 2.9 End of Approved STD Leave 13
 - 2.10 Employee STD Leave Requests, Medical Documentation and Other Requirements 14
 - 2.11 Coordination with Family & Medical Leave Act Leave 16
 - 2.12 Coordination with Administrative Leave 16
 - 2.13 Exhaustion of STD Leave Balance 16
 - 2.14 Misrepresentations / Fraudulent Claims 16
 - 2.15 Request for Leave 17
 - 2.16 Employee’s Inability to Complete Request for Leave 17
 - 2.17 Timely Requests for Leave 17
 - 2.18 Supporting Documentation and Certifications 18
 - 2.19 Untimely or Incomplete Medical Certification 19
 - 2.20 Failure to Timely Submit Certification 19
 - 2.21 Extensions of Approved STD Leave Period 20
 - 2.22 Return to Work 20
 - 2.23 Contact the Entergy Ethics Line 21
- Helpful information 21**
 - Terms to know 21
 - Other useful documents 24
 - Need more information? 24
 - Approvals 25



Why do we need this policy?

1.1 What is the purpose of the Leave of Absence – Short-Term Disability Policy?

- This Policy sets forth details regarding the availability of short-term disability leave and pay for Eligible Employees.
- **If you have questions related to claims (leave requests) such as initiating, processing, and administering a claim**, please contact the Leave Administrator at mySedgwick.com/Entergy or 844-601-7474. **If you have questions related to time entry, pay, or this Policy**, please contact the Employee Support Center at 844-ETR-Work.

1.2 What are our responsibilities?

- **1.2.1 The senior-most System Officer with responsibility for Human Resources** or his/her delegate has the sole and exclusive authority and discretion to determine eligibility for pay and any other benefits available under this Policy, to otherwise construe all terms of this Policy, and for approving any deviations from this Policy.
- **1.2.2 The Director, Leave & Other Programs** is responsible for administering, interpreting, and maintaining this Policy.
- **1.2.3 The Manager, Leave Management** is responsible for:
 - Overseeing appropriate leave and time entries for approved Short-Term Disability Leave in the Company's time entry and human resource information systems; and
 - Overseeing the Leave Claims Management Administrator including customer service levels and compliance.
- **1.2.4 The Leave Claims Management Administrator ("Leave Administrator")** is responsible for:
 - Answering questions as they relate to this Policy and, if necessary, escalating questions for response;
 - Processing requests for leave under this Policy;
 - Administering requests for leave under this Policy, including providing any required administrative notices to requesting employees and determining STD eligibility and designation pursuant to this Policy;
 - Working with, and providing guidance or information to, supervisors and employees regarding STD Leave;
 - Communicating with supervisors and employees, as appropriate, regarding issues related to STD Leave;
 - Assisting supervisors with the preparation and submission of the job duties of an employee seeking STD Leave, as needed;



- Reviewing STD Leave requests and documents for sufficiency and to render decisions regarding STD eligibility, designation, and duration. May request additional medical or other information in order to fully evaluate STD Leave requests. Also, may seek advice from outside medical providers or take other appropriate action as necessary to administer leave matters;
 - Serving as a liaison with the Claims Management Department regarding leaves of absence from occupational injuries to facilitate proper coordination of any eligible STD Leave and return-to-work issues for concurrent STD/Worker's Compensation claims;
 - Determining whether an Eligible Employee's STD Leave should run concurrently with any other form(s) of leave available to the employee; and
 - At the conclusion of a specific STD Leave, or following denial of the requested leave, ensuring that STD Leave request documentation, all medical documentation and related correspondence or other documentation are maintained and filed appropriately, regardless of whether the requested leave is granted, denied, or withdrawn.
- **1.2.5 Supervisors** are responsible for:
 - Supporting the Leave Administrator in the administration of STD Leave and ensuring the Leave Administrator is aware of appropriate information or concerns relevant to the leave administration or return-to-work of the supervisor's direct reports;
 - Notifying the Leave Administrator of a direct-report employee who has been or will be absent for more than three consecutive scheduled workdays due to his/her own STD Condition (for both intermittent and full-time STD Leave);
 - Working with the Leave Administrator or another Company representative to develop an accurate description of an employee's job duties and functions;
 - Coordinating with the Leave Administrator regarding employees' return-to-work from STD Leave consistent with the Policy and, where applicable, with consideration of other applicable federal and state leave laws;
 - Monitoring accuracy of time entries for Eligible Employees on Intermittent or Reduced Work Schedule Leave and, making any necessary adjustments, and approving entries in the Company's time entry reporting systems;
 - Monitoring the absence of any direct report employee and the employee's intent to return to work and timely notifying the Leave Administrator of any developments in or changes to an employee's status;
 - Notifying the Leave Administrator if the supervisor has knowledge that a direct-report employee, who is on STD Leave or who is scheduled to return from STD



Leave, is believed not to be in compliance with the terms of the approved STD Leave;

- Notifying the Leave Administrator if the supervisor receives or has information that may reasonably cast doubt on the validity of the employee's request for STD Leave and/or supporting medical certification or documentation; and
 - Instructing direct-report employees seeking STD Leave to submit their STD Leave request to the Leave Administrator and provide any requested documentation to the Leave Administrator for consideration or record maintenance, regardless of whether the requested leave is granted, denied, or withdrawn.
- **1.2.6 Eligible Employees** are responsible for:
 - Notifying their supervisor timely of any scheduled or unscheduled absence per the Attendance and Absenteeism Policy;
 - Submitting leave requests timely to the Leave Administrator for any absences that may qualify as STD Leave as required by this Policy;
 - Submitting complete medical certification documentation, medical re-certification documentation, requested medical information, and return-to-work medical certifications (including any return-to-work certifications that contain limitations, restrictions, and/or requests for accommodations) completed by the Health Care Provider in the form required by the Leave Administrator and as requested by the Company; additionally, in the event the employee has been engaged in Secondary Employment or has been enrolled in an ongoing academic program prior to the occurrence of the STD Condition and the employee desires to continue such activity while on STD Leave and receiving STD Pay, the employee must notify the Leave Administrator of such desire at the time of his/her initial request for STD Leave and must obtain medical certification from his/her Health Care Provider that participating in such activity is not inconsistent with the need for STD Leave and will not prolong or adversely impact recovery from the STD Condition ([see Section 2.6.7](#));
 - In the case of Intermittent Leave or Reduced Work Schedule Leave, entering leave time accurately on the timesheet or any other time-entry reporting system used by the employee, **and notifying the Leave Administrator of the absence within (2) two business days**;
 - Advising their supervisors and the Leave Administrator of any changes in the start date of STD Leave and application of paid time off during the Elimination Period, and providing such information within (7) seven calendar days of the approval of STD Leave;
 - When physically possible, remaining in contact with their supervisor and providing updates regarding their return-to-work status;



- Complying with any request for additional medical or other information, satisfying Entergy's request for a medical examination that pertains to the STD Condition(s) on which the request for leave under this Policy is based, and granting permission for the Company's selected Health Care Provider to contact and/or obtain medical information from the employee's treating Health Care Provider about the STD Condition that is the basis for the request for an STD Leave;
 - Forwarding return-to-work certifications that contain limitations, restrictions, or requests for accommodations to the Leave Administrator;
 - Notifying their supervisor, the Employee Support Center, and the Leave Administrator of any changes to the employee's contact information (i.e., mailing and physical home address and phone numbers) where the employee can be reached during STD Leave;
 - Understanding at all times when their approved STD Leave will expire and/or STD Pay will end so the employee can take necessary action timely and consistently with his/her circumstances;
 - Providing all notices and requested documentation in a timely manner as specified in this Policy; and
 - Submitting Long-Term Disability (LTD) paperwork timely when there is a likelihood that STD Leave will expire and there will not be a clearance to return to work.
- **1.2.7 Claims Management Department** is responsible for:
 - Working with supervisors, notifying the Leave Administrator, and providing them with appropriate documentation regarding worker's compensation claims that may involve a Serious Health Condition, as necessary, to facilitate proper coordination of STD Leave, appropriate entries in time-entry reporting system and human resource information systems, and resolution of return-to-work issues for concurrent STD/Worker's Compensation claims.
 - **1.2.8 Employee Support Center** is responsible for:
 - Answering questions related to this Policy and, if necessary, escalating questions for response; and
 - Answering questions related to time entry and pay.



What do we need to know?

2.1 Short-Term Disability Benefits Program

- **2.1.1** For employees who satisfy eligibility requirements as described in [Section 2.2](#), the Company provides the following:
 - STD Leave (see [Section 2.3](#));
 - STD Pay (see [Section 2.5](#)); and
 - Continuation of benefits during STD Leave (see [Section 2.7](#)).
- **2.1.2** Certain exclusions and limitations apply to the availability of STD Benefits:
 - Situations or events described at [Section 2.8](#) or [Section 2.14](#) will result in denial or discontinuation of STD Pay.
- **2.1.3 Termination of Employment.** Employees, who separate from employment, either voluntarily or involuntarily, will not be compensated for available but unused STD Leave.
- **2.1.4 No Guarantee of Employment.** Approval of STD Leave does not guarantee that an employee will remain employed through the expiration of such leave or that s/he will be reinstated to his/her former position upon release to return to work.

2.2 Eligibility Requirements for Short-Term Disability Benefits

Subject to the exclusions under [Section 2.8](#), to be eligible for STD Leave under this Policy, the employee must:

- **2.2.1** Be an Eligible Employee as of the date the STD Leave is to begin;
- **2.2.2** Suffer from an STD Condition;
- **2.2.3** Meet the Elimination Period for the STD Condition; and
- **2.2.4** Satisfy this Policy's requirements, including those regarding timely notice, requests and supporting documentation (including complete medical certifications).

2.3 STD Leave

- **2.3.1 Amount of STD Leave.** Eligible Employees are provided an initial annual STD Leave Balance of up to 1,040 hours of STD Leave during a 12-Month Rolling Period, regardless of the number or duration of STD Conditions the Eligible Employee experiences in that 12-Month Rolling Period. Each time the Eligible Employee takes STD Leave, his/her remaining leave is any balance of the original 1,040 hours of STD Leave that has not been used during the past twelve (12) months before the requested leave begins. The STD Leave deduction will be based on the Eligible Employee's regularly



scheduled workday and time absent. Once the STD Leave Balance is exhausted, the Eligible Employee is not allowed any additional STD Leave during that 12-Month Rolling Period.

- Holidays During STD Leave - A make-up day for a lost holiday will not be granted, nor will STD Leave be extended by the number of holidays occurring during the STD Leave. (Also see [section 2.5.6](#))
- **2.3.2 Types of STD Leave.** STD Leave may be taken on a full-time, intermittent, or reduced work schedule basis.
- **2.3.3 Full-Time STD Leave.** An Eligible Employee qualifies for full-time STD Leave for an STD Condition upon satisfaction of the Elimination Period (see [Section 2.6.2](#)) and other requirements of this Policy (including the applicable procedural requirements contained in [Section 2.15 to 2.22](#)), including, but not limited to, formal approval of the leave request.
 - STD Leave for Maternity-Related STD Condition - An Eligible Employee who is a birth mother with a maternity-related STD Condition is eligible for STD Leave upon onset of the condition. For a complication-free pregnancy, STD Leave will begin immediately following the birth of the child. With proper certification, the birth mother will receive up to (6) six weeks of maternity-related STD leave for a non-surgical birth or up to (8) eight weeks of maternity-related STD leave for a cesarean section. Additional certification may be required for any maternity-related STD Leave request greater than (8) eight weeks. The Elimination Period is included in the (6) six or (8) eight weeks of STD Leave as further described in [Section 2.6.2](#).
 - Certified Nurse Midwives (“CNMs”) or Certified Midwives (“CMs”) can certify for maternity-related STD Conditions for a normal birth with a recovery period of no longer than (6) six weeks. In the event an Eligible Employee requires STD Leave due to maternity-related condition beyond (6) six weeks, the Eligible Employee must submit an additional certification from a licensed physician as referenced in the [Health Care Provider definition below](#).
 - A non-birth parent is not eligible to claim an STD Condition due to the birth of a child but may be eligible for leave under the Entergy System Leave of Absence - Family and Medical Leave Policy and/or the Entergy System Paid Parental Leave Policy.
- **2.3.4 Intermittent Leave or Reduced Work Schedule Leave.** In some cases, STD Leave may be taken on an intermittent or reduced schedule basis due to the nature of the STD Condition of an Eligible Employee. Intermittent Leave or Reduced Work Schedule Leave is available for Eligible Employees in these types of situations upon satisfaction of the Elimination Period (see [Section 2.6.3](#)) and other requirements of this Policy (including the applicable procedural requirements of [Section 2.15 to 2.22](#)).



- Approved Leave Schedule - When there is a need for Intermittent Leave or Reduced Work Schedule Leave, the employee is required to make a reasonable effort to schedule the absence to not unduly disrupt Company operations. As provided in [Section 2.15 to 2.22](#), the request shall be submitted to the Eligible Employee’s supervisor and the Leave Administrator when the need for leave is known..
- Rescheduling of Treatment and/or Interim Transfer - The Company reserves the right to request rescheduling of treatment in appropriate circumstances and/or to temporarily transfer the employee to a position that better accommodates the employee’s recurring periods of leave, while retaining equivalent pay and benefits.
- Elimination Period while on Intermittent Leave/Reduced Work Schedule Leave - STD Leave will begin on the workday after the Eligible Employee satisfies the Elimination Period. To apply absences towards the Elimination Period, the Eligible Employee must adhere to the applicable procedures in [Section 2.15 to 2.22](#).

2.4 Temporary Transfer and/or Reduced Job Functions

When an Eligible Employee requests STD Leave and the supporting Medical Certification indicates that the employee will be able to return to work either with or without reasonable accommodation within a short period of time, the Company, in its sole discretion, may, in lieu of providing STD Leave, (a) temporarily transfer the employee to another open and available position or work for which s/he is qualified and able to perform for the duration of the requested STD Leave or whatever period is operationally feasible or (b) temporarily relieve the employee of one or more job functions.

2.5 STD Pay

The Company will provide STD Pay to Eligible Employees, subject to the exclusions, limitations and conditions contained in this Policy in accordance with the following provisions.

- **2.5.1 STD Pay Schedule.** STD Pay will be administered according to [Section 2.3](#) and the following schedule (unless Long-Term Disability benefits have commenced as outlined in [Section 2.9.5](#) or employment is terminated during the Eligible Employee’s STD Leave):

Completed System Service (Full Time Service Date)	Short-Term Disability Benefit at 100% Base Pay	Short-Term Disability Benefit at 65% Base Pay
0-5 months	0 hours	0 hours
6 months	40 hours	1000 hours
1 year	80 hours	960 hours



2 years	120 hours	920 hours
3 years	160 hours	880 hours
4 years	200 hours	840 hours
5 years	240 hours	800 hours
6 years	400 hours	640 hours
7 years	560 hours	480 hours
8 years	720 hours	320 hours
9 years	880 hours	160 hours
10 years and above	1,040 hours	0 hours

Employees will not receive STD pay until the Elimination Period has been satisfied.

- **2.5.2 Calculating Short-Term Disability Pay.** An Eligible Employee's STD Pay is based upon the employee's Completed System Service (Full-Time Service Date) and rate of base pay exclusive of any bonuses, overtime compensation, incentive or other special, extra, or premium-type payments as of the date the STD Leave begins.
- **2.5.3 Anniversary Date.** If the Eligible Employee reaches his/her Anniversary Date while s/he is on STD Leave as supported by the Medical Certification or during the Elimination Period, s/he will not be entitled to any additional STD Pay during the current STD Leave. His/her Completed System Service (Full Time Service Date) for purposes of calculating STD Pay is determined as of the start of the current STD Leave and will not change. The employee must return to work full-time before the Anniversary Date can be applied. The additional year of Completed System Service (Full Time Service Date) cannot be used to determine STD Pay until the employee becomes eligible for and is approved for another STD Leave.
- **2.5.4 Supplementation of 65% STD Pay.** If an Eligible Employee is approved for STD Leave and his/her STD Pay is less than 100% pay (such as 65% base pay), s/he may elect to supplement STD Pay with vacation, floating holidays, and/or absence for compelling reasons pay up to 100% of his/her base pay. To do so, the Eligible Employee must notify his/her supervisor and the Leave Administrator.
- **2.5.5 Workers' Compensation Offset.** In cases where the Eligible Employee qualifies for workers' compensation payments and is absent on a full-time basis as the result of an occupational injury or illness, the employee's worker's compensation payment will be supplemented with STD Pay up to (but no more than) the level of the employee's base pay, and the STD Leave Balance will be reduced by the total absence period. Due to the supplemental nature of STD Pay, there will not be an Elimination Period required.
- **2.5.6 Holiday Pay.** Eligible Employees on STD Leave will not receive holiday pay in addition to STD Pay when a Company-observed holiday occurs during the STD Leave.



The holiday will be treated as another day on STD Leave and should be coded as STD Leave in the time entry system.

2.6 When STD Leave Begins

- **2.6.1 Start Date of STD Leave.** STD Leave begins the earliest day on which the Eligible Employee is certified as having an STD Condition and the Leave Administrator has approved the STD Leave.
- **2.6.2 Elimination Period for Full-Time STD Leave.** For full-time STD Leave, the Eligible Employee must be absent from work due to the STD Condition for (40) forty consecutive, regularly scheduled work hours before approved STD Pay can begin. Because the Elimination Period is hourly in nature and may be satisfied during a workday or shift, an Eligible Employee's STD Pay may begin during a scheduled workday or shift, as opposed to the beginning of a workday.
 - Any new request for full-time STD Leave, regardless of the condition, requires the Eligible Employee to satisfy the Elimination Period with the new request.
 - Employees who have paid leave available during an Elimination Period may elect to use their paid time off in any order if the request is submitted in accordance with [Section 1.2.6 bullet 5](#). If the employee does not make an election, the Elimination Period will be satisfied using: (1) paid absence for compelling reasons; (2) floating or personal holidays; (3) accrued, unused vacation; and (4) unpaid absences in accordance with the Attendance & Absenteeism Policy. For employees who do not have available paid leave, the Elimination Period will be unpaid. Extenuating Circumstances Leave of Absence can be used for the Elimination Period if approved in accordance with the Attendance & Absenteeism Policy and no other paid leave is available.
 - If a Company-observed holiday occurs during an Elimination Period, the holiday will be counted toward satisfying the Elimination Period.
- **2.6.3 Elimination Period for Intermittent Leave or Reduced Work Schedule Leave.** For Intermittent Leave or Reduced Work Schedule Leave, the Elimination Period may be met two ways:
 - The Eligible Employee is initially Incapacitated for more than (40) forty consecutive scheduled work hours due to the STD Condition, there is medical certification of that fact, and the Eligible Employee has satisfied the other requirements for Intermittent Leave or Reduced Work Schedule Leave; or
 - The Eligible Employee is Incapacitated for (40) forty scheduled work hours related to treatment of the same STD Condition, although the (40) forty work hours are not necessarily consecutive. STD Leave will begin after the Eligible Employee has been absent for medically necessary treatment of the STD Condition or recovery from that treatment for (40) forty hours (non-consecutive) and has satisfied the other requirements of this Policy.



- A new Elimination Period must be met every (12) twelve months from the start date of the intermittent leave request.
- **2.6.4 STD Leave Documentation.** When possible, the Eligible Employee shall submit all appropriate STD Leave documentation as requested in advance of the absences related to the STD Condition so that such absences may be applied towards the Elimination Period and included in the Leave Administrator's STD Leave determination.
 - In the event an Employee is engaged in a process of seeking a reasonable accommodation, if any physician or licensed mental health care provider submits the necessary documentation in connection with any other medical inquiry associated with the process of seeking a reasonable accommodation, this information may be sufficient to support a STD Leave provided that it is approved by the Leave Administrator.
 - In certain situations, the Company and/or Leave Administrator may retain a Health Care Provider to examine an Employee and advise the Company and/or Leave Administrator when, based on objective observations, the Company and/or Leave Administrator has reason to believe the Employee:
 - cannot perform the essential functions of his/her job either with or without reasonable accommodation; or
 - poses a significant risk to the health and safety of others that cannot be eliminated by reasonable accommodation.
 - In situations such as described under [Section 2.6.4 bullet 2](#), if the Health Care Provider determines either the Employee cannot perform the essential functions of his/her job, either with or without reasonable accommodation, or the Employee poses a significant risk of harm to others that cannot be eliminated by reasonable accommodation, that Health Care Provider's report shall serve as medical certification supporting a request for STD Leave under this Policy.
 - The Health Care Provider's report, however, does not entitle an Employee to benefits under this Policy. Such determination remains exclusively with the Leave Administrator.
- **2.6.5 Pay During Elimination Period.** Eligible Employees who have pre-scheduled, pre-approved vacation may elect to receive no pay for their Elimination Period in lieu of pre-approved vacation upon timely written request to the Eligible Employee's supervisor and the Leave Administrator.
- **2.6.6 STD Condition Arising During Vacation.** If an Eligible Employee develops an STD Condition while on scheduled and approved vacation, the Elimination Period will begin on the date the STD Condition began.
- **2.6.7 Secondary Employment/School During STD Leave.** If an employee seeking STD Pay under this Policy has been engaged in any Secondary Employment or enrolled in an ongoing academic program prior to the occurrence of the STD Condition and the



employee desires to continue to pursue such activity while receiving STD Pay, the employee must notify the Leave Administrator of such desire (as discussed more fully below) in advance of any approved STD Leave and must obtain medical certification from his/her Health Care Provider that participating in such activity is not inconsistent with the need for STD Leave and will not prolong or adversely impact recovery from the STD Condition. The Company, in its sole discretion, may both (a) request a second medical opinion that the activity is both consistent with and will not prolong or adversely affect recovery from the STD Condition and (b) rely solely on the second medical opinion when deciding whether to grant permission to engage in the requested activity. The employee must inform the Leave Administrator of the desire to engage in such activity at the time s/he submits a request for STD Leave under this Policy. While on STD Leave and receiving STD Pay, the hours spent by the employee performing non-Entergy work or participating in an academic program may not exceed the number of hours previously and routinely spent in connection with such activities by the employee prior to the occurrence of his/her STD Condition. Failure to timely submit such a request will render the employee ineligible to engage in non-Entergy work or participate in any academic program while on STD Leave and receiving STD Pay. Employees who engage in such activities without receiving prior Entergy approval and receive STD Pay at the same time are subject to immediate termination. Additionally, to the greatest extent permitted by law, Entergy will be entitled to reimbursement of any STD Pay received by employee while engaging in such unapproved activity, whether through pay deduction or otherwise.

2.7 Benefits While on Short-Term Disability Leave

- **2.7.1 Group Health and Welfare Plan Benefits.** Eligible Employees may continue coverage under one or more of the Group Health and Welfare Plans in accordance with the terms of each Group Health and Welfare Plan during approved STD Leave.
- **2.7.2 Savings Plan.** Eligible Employees who are enrolled in the Savings Plan of Entergy Corporation and Subsidiaries (the “Savings Plan”) will continue to participate in that plan while receiving STD Pay under this Policy. The employee’s Savings Plan deductions will automatically be deducted from his/her STD Pay.
- **2.7.3 Savings Plan Loans.** If an Eligible Employee is on STD Leave and s/he has an existing loan from an Entergy Savings Plan, the employee’s Savings Plan loan deduction will automatically be deducted from his/her STD Pay.
- **2.7.4 Terms of Benefit Plans.** During STD Leave, Eligible Employees’ eligibility for, participation in, or coverage under, Company-sponsored benefit plans, the Group Health and Welfare Plans and any applicable Entergy Corporation-sponsored retirement or savings plan will be governed by the terms and conditions of each benefit plan.



2.8 Exclusions from Short-Term Disability Benefits

- **2.8.1 Illegal Acts.** If the Company determines that the employee's STD Condition occurred as a result of the employee's commission of an illegal act, the employee will not be entitled to STD Leave or STD Pay under this Policy.
- **2.8.2 Secondary Employment.** If the Company determines that the employee's STD Condition occurred during or as a result of his/her employment with an employer other than an Entergy System Company or during self-employment, the employee will not be entitled to STD Leave or STD Pay under this Policy.
- **2.8.3 Not Under Direct Care of a Health Care Provider.** Eligible Employees who are not under the direct care of and/or do not comply with on-going treatments prescribed or recommended by their Health Care Provider treating the STD Condition are not entitled to continued benefits under this Policy.
- **2.8.4 Voluntary and/or Cosmetic Procedures.** Voluntary procedures or non-medically necessary cosmetic procedures are not covered by this Policy. Therefore, an absence will not be covered by this Policy if the absence results from a medical procedure that is (1) not medically necessary or (2) not necessary to correct disfigurement due to a prior injury or illness. STD Leave will, however, be approved if the cosmetic procedure is determined by the Eligible Employee's health care plan to be medically necessary or otherwise covered by the Eligible Employee's health care plan.
- **2.8.5 Secondary Employment/School During STD Leave.** If an employee had not been engaged in any Secondary Employment or enrolled in an ongoing academic program prior to the occurrence of an STD Condition, the employee may not begin such activity while on STD Leave and receiving STD Pay ([see Section 2.6.7](#)).
- **2.8.6 Employee's Refusal of Temporary Transfer / Reduced Job Functions.** An employee who refuses without reasonable basis to temporarily transfer or accept reduced job duties for a temporary period of time will no longer be eligible for STD Leave.
- **2.8.7 Company-Directed Rehabilitation.** If an employee is absent from work due to alcohol or drug rehabilitation treatment, the employee will not be entitled to STD Leave if the treatment resulted from a Company-administered drug test or if the treatment was otherwise mandated by the Company, including as a condition of continued employment.

2.9 End of Approved STD Leave

- **2.9.1 Approved STD Leave is Not Job-Protected Leave.** STD Leave is not job-protected leave, and there is no guarantee of continued employment during approved STD Leave, nor is there a guarantee that the employee's job will be held during approved STD Leave or that an employee will be restored to their job following approved STD Leave. The returning employee has no greater right, benefit, or entitlement to a job than what the employee would have had if s/he had not taken STD Leave. Entergy's Employment at Will Policy applies at all times.



- **2.9.2 Return to Work.** In the absence of intervening business needs or reorganization, the Company will make reasonable efforts to return an employee to his/her position or a substantially similar position following STD Leave, provided the employee is able to perform the essential functions of the job with or without reasonable accommodation.
- **2.9.3 Failure to Timely Return to Work.** If the employee fails to timely submit the required documentation releasing the employee to return to work, with or without restrictions, in accordance with [Section 2.22](#) of this Policy and return to work on or before the scheduled conclusion of an approved STD Leave, then:
 - The employee's STD Leave and STD Pay will stop as of the scheduled conclusion of the approved STD Leave; and
 - The employee will be subject to discipline up to, and including termination, in accordance with the Attendance and Absenteeism Policy, unless another type of leave or absence is approved.
- **2.9.4 No Plans to Return to Work.** If an Eligible Employee gives unequivocal notice of intent not to return to work, STD Leave will end, STD Pay will no longer be available, and the employee will be terminated immediately.
- **2.9.5 Long-Term Disability Benefits.** If the employee's claim for long-term disability benefits is approved with an effective date prior to the exhaustion of STD Leave, LTD benefits will begin the day after STD Leave has exhausted, otherwise, LTD benefits will begin on the effective date.

2.10 Employee STD Leave Requests, Medical Documentation and Other Requirements.

- **2.10.1 Notice of Need for STD Leave.** Eligible Employees must provide proper notice of the need for STD Leave by timely requesting leave from the Leave Administrator in accordance with [Sections 2.15 through 2.22](#) of this Policy.
- **2.10.2 Medical Certification, Documentation and Evaluation.** To qualify for STD Leave, Eligible Employees must timely submit medical certification establishing the need for STD Leave in accordance with [Section 2.18](#) of this Policy. Failure to timely submit the initial medical certification or requested follow-up certifications or to otherwise cooperate with the STD process may result in the denial of an STD Leave request and the designation of absences as unapproved.
 - Additional Medical Information - Upon request, the employee is obligated to provide to the Company or its agents (i.e., Leave Administrator, health care advisor, case manager or Health Care Provider retained for second medical opinion) additional documentation or information as requested, including a release allowing the Company to obtain his/her medical records. It is the employee's responsibility to ensure that the medical or other requested documentation is received timely.



- Additional Medical Opinions - The Leave Administrator may, in its sole discretion, require the Eligible Employee seeking STD Leave to obtain a second medical opinion. If the Leave Administrator has concerns regarding the validity, completeness or authenticity of any documentation submitted by the employee in connection with a request for STD Leave or STD Pay, the Leave Administrator may require employee to be examined by a Health Care Provider chosen by the Leave Administrator. The employee shall consent to any such requests and shall comply with inquiries for clarification or authentication of any submitted documentation.
- **2.10.3 Medical Recertification.** The Company or Leave Administrator may require an employee who is receiving STD Leave to submit additional medical certifications of his/her STD Condition at any time during the STD Leave in accordance with the procedures set forth in [Section 2.18](#) of this Policy and applicable laws.
- **2.10.4 Extension of STD Leave.** When an Eligible Employee who is on approved STD Leave becomes aware that s/he may require additional STD Leave beyond the STD Leave period previously approved by the Leave Administrator, the Eligible Employee must timely submit a request for leave in accordance with [Section 2.21](#) of this Policy.
- **2.10.5 Consequences of Failure to Timely Request or Extend STD Leave.**
 - Initial Request for STD Leave - If an Eligible Employee fails to timely request STD Leave, the Company may deny the request for STD Leave, deny any untimely part of the Request for STD Leave, or delay the STD Leave, if appropriate.
 - Request for Extension of STD Leave Period - If an Eligible Employee fails to timely submit a new request for leave and supporting Medical Certification documentation in support of a requested extension of STD Leave and fails to provide reasonable explanation for the untimely submission (as determined by the Leave Administrator) with their leave request, the current STD Leave will be terminated at the scheduled conclusion of the approved STD Leave. The Eligible Employee will be required to request a new STD Leave and satisfy a new Elimination Period for any new STD Leave that is approved.
- **2.10.6 Approved or Denied STD Leave.** After a proper request for leave has been submitted, the employee will receive a communication from the Leave Administrator either approving or denying the STD Leave or seeking additional information or documentation to support the request. If the STD Leave is approved, the communication will include the beginning and end dates of the Eligible Employee's approved STD Leave. It is the Eligible Employee's responsibility to monitor and track his/her STD Leave approval period and associated deadlines, including the required deadline to seek an extension of STD Leave (if necessary).
- **2.10.7 Employee Obligation to Provide and Update Contact Information.** During any STD Leave Period, the Eligible Employee shall provide his/her supervisor and the Leave Administrator with the following contact information: a phone number where the Eligible



Employee can be contacted during working hours; a street address where s/he receives mail during leave; and if available, a current email address. The Eligible Employee shall provide updated information to both the Leave Administrator and the Eligible Employee's supervisor, if there is any change in any of these modes of contact during any STD Leave Period. The Eligible Employee must advise whether the change is merely for the duration of the leave or whether it should become a permanent part of the employee's record in his/her Entergy System Company Employer's human resource information system. If it is a permanent contact change, the employee should also contact the Employee Support Center. Any data or information sent by Entergy to the addresses or calls made to the phone numbers provided by the employee or the employee's representative will be presumed to have been received.

- **2.10.8 Periodic Reports.** Employees on STD Leave shall report periodically to their supervisor and the Leave Administrator regarding their status and intent to return to work.

2.11 Coordination with Family & Medical Leave Act Leave

When an Eligible Employee is granted both STD Leave and leave under the Leave of Absence - Family and Medical Leave Policy ("FMLA Leave"), the STD Leave shall run concurrently with the FMLA Leave. Eligibility for FMLA Leave does not, however, automatically entitle the employee to STD Leave. The employee must also apply for STD Leave using the appropriate request for leave process and satisfy all STD eligibility requirements.

2.12 Coordination with Administrative Leave

When an eligible employee is approved for Administrative Leave for medical evaluation purposes and is later approved for STD Leave the STD leave shall be retroactive to run concurrently with the Administrative Leave.

2.13 Exhaustion of STD Leave Balance

If an employee on STD Leave has exhausted all available paid time off including the maximum allowable STD Leave Balance, and the employee has not requested and/or there are no reasonable accommodations to enable the employee to perform the essential functions of his/her job, the employee's employment may be terminated. If terminated, the employee will be given the opportunity to continue medical, dental, and vision benefits, through the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

2.14 Misrepresentations / Fraudulent Claims

An employee's leave does not qualify as STD Leave if the employee has made a material misstatement, misrepresentation, or omission, or has engaged in misleading or fraudulent conduct connected with his/her leave, supporting documentation (including medical certification), requests for information, or leave-related representations to the Leave Administrator, a supervisor, or other representative or agent of the Company. One example of a material omission would be an employee's failure to notify his/her supervisor and the Leave



Administrator of a change in condition that is different than the entries on the medical certification(s) or request(s) for leave. In cases where a claim has already been approved, the current stream of STD Pay will be immediately discontinued. Any employee who is determined to have made a misstatement, misrepresentation, or omission or who has engaged in misleading or fraudulent conduct in connection with leave will be subject to disciplinary action up to and including immediate termination of employment. If employment is terminated, any benefit entitlement based on length of service may be calculated as of the last day worked prior to the STD Leave to the extent allowed by law.

2.15 Request for Leave

To seek STD Leave the employee shall request a leave of absence from the Leave Administrator and notify their Supervisor of their request.

- **2.15.1 Special Requirements for Intermittent Leave or Reduced Work Leave Schedule.** An Eligible Employee requesting Intermittent Leave or a Reduced Work Schedule Leave for planned or scheduled medical treatments and/or recovery from those treatments shall include the proposed schedule of the treatments and requested leave schedule as required by the Leave Administrator.

2.16 Employee's Inability to Complete Requested Documentation

If the facts and circumstances relating to the absence prevent the employee from personally completing and submitting the appropriate requested documentation to request STD Leave timely, the employee or his/her representative shall contact the Leave Administrator and the Leave Administrator will collect the appropriate information over the phone.

2.17 Timely Requests for Leave

- **2.17.1 Required Time for Submission of Requests for Foreseeable STD Leave -** When the need for STD Leave is foreseeable, the Eligible Employee shall submit the request for leave at least (30) thirty days in advance of the beginning of the anticipated leave unless such notice is not practicable. If the employee is unsure of the precise date of the leave, s/he shall submit the request for leave within the time frames set forth above but shall identify the leave commencement date as "estimated" and provide written updates to the Leave Administrator confirming the leave date as soon as practicable, with a copy to his/her supervisor. If the Eligible Employee is not able to submit the request to provide at least (30) thirty days advance notice of the need for foreseeable leave, the Eligible Employee shall provide an explanation regarding why the advance submission was not practicable.
- **2.17.2 Required Time for Submission of Requests for Unforeseeable Leave or When 30 Days Advance Notice Is Impracticable -** If (30) thirty days advance submission of the request for leave is not practicable or if the leave is not foreseeable, the employee shall submit the request for leave as soon as practicable. "As soon as practicable" means



as soon as possible and practical, considering all of the facts and circumstances of the individual case. At a minimum, it should be practicable for the employee to provide notice of the need for leave either the same day s/he learns of the need for the leave or the next business day. S/he shall provide an explanation why more advance notice was not practicable.

- **2.17.3 Consequences of Untimely Requests for STD Leave** - If an Eligible Employee fails, without reasonable explanation (as determined by the Leave Administrator), to provide timely notice, the Company may deny the request for leave. If the request for leave is not received timely, the absence(s) from work will not qualify as an STD Leave. If an STD Leave request is denied for lack of timely submission of the request for leave or other supporting documentation, the Company may deny the STD Leave, or delay approval of the Elimination Period to begin (30) thirty days after proper notice was given.

2.18 Supporting Documentation and Certifications

- **2.18.1 Initial Medical Certification.** An Eligible Employee seeking STD Leave shall submit to the Leave Administrator all required forms and documentation completed and signed by a Health Care Provider (not the employee) certifying the STD Condition. The requested forms and documentation shall be submitted within the time frames set forth in [Sections 2.18.3 and 2.18.4.](#)
 - The employee shall not provide a copy of medical information to his/her supervisor.
 - When the STD Condition involves a mental health condition, including drug- and/or alcohol-related conditions, the provider of the medical certification must be a Health Care Provider with a certified specialty in mental health as defined in part (d) of the Health Care Provider definition below.
 - Entergy reserves the right to request additional information that may be necessary to evaluate any limitations the employee may have in performing the essential functions of his/her job and the employee's ability to return to work by a reasonably certain date.
- **2.18.2 Secondary Employment/School During STD Leave.** Eligible Employees who have been engaged in secondary employment or enrolled in an ongoing academic program prior to the occurrence of the STD Condition must obtain medical certification, from his/her Health Care Provider that participating in such activity is not inconsistent with the need for STD Leave and will not prolong or adversely impact recover from the STD Condition ([see Section 2.6.7](#)).
- **2.18.3 Foreseeable Absences.** When the STD Leave is foreseeable and the Full-Time or Intermittent Leave request, is provided at least (30) thirty calendar days in advance of the STD Leave, the employee shall provide all required medical information as required by the Leave Administrator as soon as possible, but no later than (15) fifteen calendar days after the leave request was submitted.



- **2.18.4 Unforeseeable Absences.** When the need for STD Leave is not foreseeable, the Eligible Employee shall provide all required medical information as requested by the Leave Administrator the earlier of: (a) within fifteen (15) calendar days of the date the Full-Time Leave of Absence Request or the Intermittent Leave of Absence Request, was submitted, (b) before the commencement of the STD Leave, or (c) as soon as reasonably possible under the particular circumstances, but no later than (15) fifteen days after the initial absence.
- **2.18.5 Medical Recertifications.** When requested, an Eligible Employee may be required by the Leave Administrator to provide adequate medical recertification of the STD condition at reasonable intervals, but not more frequently than every (30) thirty calendar days, unless, in the Leave Administrator’s sole discretion, certain circumstances exist that indicate a more frequent recertification is necessary.
- **2.18.6 Submission of Medical Recertification and Amending the Return-to-Work Date.** The Eligible Employee must provide the requested medical recertification by the 8th calendar day following the request for recertification unless it is not practical under the particular circumstances to do so despite the good faith efforts of the employee. In such cases, the employee must notify the Leave Administrator immediately and provide the reason it is not practical to submit the requested documentation timely (which as a general rule should occur the day of the recertification request or the following day). If there are extenuating circumstances approved by the Leave Administrator, an employee may be granted a (7) seven day extension to submit the medical recertification. Failure to submit the recertification timely without reasonable explanation (as determined by the Leave Administrator) may result in suspension or denial of STD Leave until the documentation is submitted and approved.

2.19 Untimely or Incomplete Medical Certification

If the required medical documentation or form which can be used for medical certification or recertification, is submitted untimely, or is not fully completed and signed by the Health Care Provider in accordance with this Policy, there may be a delay of requested STD Leave until a fully-completed medical documentation is provided. The interim absence will be governed by Entergy’s Attendance and Absenteeism Policy and may result in a violation of that policy and/or attendance standards if the absence is not approved under that or other Entergy policies. For the required medical documentation to be deemed completed, a defined anticipated return to work date must be identified by the Health Care Provider as well as the medical facts supporting the STD Condition, among other things.

2.20 Failure to Timely Submit Certification

If an Eligible Employee fails, without reasonable explanation (as determined by the Leave Administrator), to submit the medical certification or other supporting documentation to the Leave Administrator timely, STD Leave may be denied or discontinued. This provision applies to all requests for certification pursuant to this Policy, including without limitation, the initial certification, the Secondary Employment/Other Schooling notice ([see Section 2.6.7](#)), if



applicable, a medical recertification, a second or third opinion, an extension or a return-to-work certification, and any clarifications necessary to determine if such certifications are authentic and sufficient.

2.21 Extensions of Approved STD Leave Period

Extension of an approved STD Leave Period is not a right. If an Eligible Employee is aware that s/he will need leave beyond the approved STD Leave period, s/he shall submit a new request for leave together with the supporting documentation for the STD Leave (such as medical certifications) to the Leave Administrator for consideration. Such request shall be submitted as soon as practicable before the expiration of the original approved STD Leave period. Employees who seek additional STD Leave but fail to timely submit supporting documentation must provide written explanation for the failure, the acceptance of which is in the sole discretion of the Leave Administrator. Even upon submission of supporting documentation, the request for additional STD Leave may be denied depending upon individual circumstances. Any absences beyond an approved STD Leave period are not eligible for benefits under this Policy.

2.22 Return to Work

- **2.22.1 Employee Notification to Employer of Intent to Return-to-Work.** The Eligible Employee who is on STD Leave shall provide reasonable advance notice of his/her intent to return to work to the Leave Administrator to allow for business planning.
- **2.22.2 Release to Return to Work Documentation.** An Eligible Employee wishing to return to work following an STD Leave is required to submit medical documentation to support the return the work reasonably in advance of his/her return to work. Reasonable advance submission is considered to be:
 - at least (5) five working days before the scheduled return to work date if the employee is being released without any restrictions on his/her ability to work, and
 - at least (7) seven working days before the scheduled return to work date if there are restrictions on the employee's ability to work.
 - The medical documentation shall be completed and signed by the Eligible Employee's Health Care Provider and shall state that the Eligible Employee is able to return to work, either with or without restrictions. If restrictions are noted, the Return-to-Work notice or an ADA-administered document shall be forwarded to the Leave Administrator for review and assessment in light of the noted restrictions and essential job functions. If the Eligible Employee's STD Leave was due to alcohol or drug rehabilitation treatment, the Return-to-Work notice shall certify the fact that, and the date on which, the employee completed the prescribed rehabilitation treatment.
 - The medical documentation shall also indicate whether the employee can perform the functions of the job with or without accommodations and state any work restrictions and/or any needed accommodation(s). This information is requested



only as it relates to the STD Condition that prompted the STD Leave, although the employee may voluntarily provide information regarding work restrictions or accommodations relating to other conditions if desired by the Eligible Employee or if s/he believes any work restrictions or accommodations are necessary for the employee to perform the essential functions of his/her position. If an Eligible Employee requests an accommodation and/or his/her medical documentation indicates an accommodation is necessary for the Eligible Employee to perform the essential functions of his/her position, the matter will be forwarded to the Leave Administrator for handling.

- The medical documentation shall be submitted to the Leave Administrator reasonably in advance of the employee's scheduled return to work. Eligible Employees who do not have any restrictions on their return to work should allow at least three working days for processing of the medical documentation. Eligible Employees who do have restrictions on their return should allow at least ten days for processing of the medical documentation.
- Eligible Employees may not return to work until the medical documentation has been submitted to and reviewed by the Leave Administrator and any issues related to the need for a potential accommodation have been resolved.

2.23 Contact the Entergy Ethics Line

All Employees, agents and contractors of Entergy shall immediately report known, suspected, or potential violations of this policy by following the procedures described in the Reporting Violations Policy. That includes reporting the matter to the online Entergy Ethics Line or by calling **1-888-257-ETHIC (3844)**.



If you are unsure of whether to contact the Ethics Line, use the [Should I call the Ethics Line decision tool](#) to guide you in finding the best company resources to discuss and report issues.

Helpful information

Terms to know

- **12-Month Rolling Period** – The 12-month period used to determine available leave under this Policy, which is measured backwards from the first day of an employee's current STD Leave.
- **Administrative Leave of Absence (Administrative Leave)** – As defined in the Attendance and Absenteeism Policy.
- **Anniversary Date** - The date on which an employee reaches an additional year of service, measured from their Full-Time Service Date.



- **Completed System Service (Full-Time Service Date)** - (a) for an employee in the first year of Company employment, the number of full calendar months of service that employee has completed or (b) for an employee who has completed his/her first year of Company employment, the number of years of service completed as of the employee's last Anniversary Date. If an employee has experienced a break in service, the number of years of service the employee has completed shall be calculated in accordance with the Entergy System Break in Service Policy.
- **Eligible Employee** - An individual who, as defined in applicable Entergy System policies, is a regular, active, full-time employee and who has worked as a full-time Entergy System Company employee for at least (6) six consecutive months from his/her latest hire date to the date immediately prior to the commencement of his/her STD Leave.
- **Elimination Period** - A 40-hour period of time that must be exhausted before any STD Pay for which an Eligible Employee may qualify will be paid under this Policy.
- **Entergy, Entergy System Company, System Company, or Company** - Entergy Corporation and all of its regulated and non-regulated subsidiaries and affiliates in which Entergy Corporation has a direct or indirect majority ownership interest.
- **Extenuating Circumstances Leave of Absence** – As defined in the Attendance and Absenteeism Policy.
- **Family and Medical Leave Act (“FMLA”)** – A federal law that provides eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons, including the birth of a child or the placement of a child with an eligible employee for adoption or foster care.
- **Group Health and Welfare Plan(s)** - Collectively, the Entergy Corporation Companies' Benefits Plus Medical Plan (the “Medical Plan”), the Entergy Corporation Companies' Benefits Plus Dental Plan (the “Dental Plan”), the Entergy Corporation Companies' Benefits Plus Vision Plan (the “Vision Plan”), the Entergy Corporation Companies' Benefits Plus Reimbursement Plan (the “Reimbursement Plan”), the Entergy Corporation Companies' Benefits Plus Life Insurance Plan (the “Life Insurance Plan”), and the Entergy Corporation Companies' Benefits Plus Long Term Disability Plan (the “LTD Plan”).
- **Health Care Provider** -
 - a) A Doctor of Medicine or osteopathy who is licensed by, and in good standing with, the applicable board for the state in which s/he practices;
 - b) Certified Nurse Midwife (“CNMs”) or Certified Midwife (“CMs”) who is licensed by, and in good standing with, the applicable board for the state in which s/he practices;
 - c) A dentist or oral surgeon licensed by, and in good standing with, the applicable board for the state in which s/he practices; or



- d) A psychologist, psychotherapist, psychiatrist, clinical social worker, or therapist licensed by, and in good standing with, the applicable board for the state in which s/he practices. See [Section 2.18](#) for information related to mental-healthcare-related leave requirement.

Health Care Provider is limited to the providers expressly described in (a) – (d) above and does not include any other provider of health-related services, including, but not limited to chiropractors, registered nurses, and physician’s assistants.

- **Impairment** - A physical or mental illness, injury or condition that has been certified by a Health Care Provider as prohibiting an Eligible Employee from working or otherwise engaging in daily life activities.
- **Incapacity or Incapacitated** - The inability to work due to an Impairment, treatment of an Impairment, or recovery from an Impairment.
- **Intermittent Leave for Treatment** - Scheduled leave for treatment of an Impairment in accordance with a treatment plan designated by a Health Care Provider and submitted in advance of the leave to the Leave Administrator.
- **Policy** - This Leave of Absence - Short-Term Disability Policy.
- **Reduced Work Schedule Leave** - A period of leave during which the normal work schedule of an Eligible Employee is reduced as a result of an STD Condition.
- **Savings Plan** – Savings plan information is described in the applicable savings plan(s) of Entergy and the applicable summary plan description(s) (the “Savings Plan”).
- **Secondary Employment** – Employment that is focused on non-Entergy work, which also includes self-employment, working for other non-Entergy companies and hobbies of the Eligible Employee that are income producing.
- **STD Condition** - An impairment that qualifies for STD Leave and STD Pay under this Policy.
- **STD Leave** - An Eligible Employee’s absence for a specified period due to an STD Condition which has been approved by the Leave Administrator as meeting the requirements identified in this Policy during that specified absence period.
- **STD Leave Balance** - The amount of STD Leave available to an Eligible Employee at any point in time, calculated by reducing the initial, annual leave balance of 1040 hours by the amount of STD Leave taken by that employee during the 12-Month Rolling Period.
- **STD Pay** - The amount of pay an Eligible Employee may receive while absent from work for an approved STD Leave under this Policy. STD Pay does not begin until the Elimination Period is completed.
- **Subrogation and Reimbursement: Recovery of Benefits Paid** – If an eligible employee receives benefits under this Policy as the result of a qualifying STD event caused by another person or entity, Entergy has the right to recover from the Responsible



Party those benefits paid as a result of the STD event. Entergy also has the right to be reimbursed by the Eligible Employee for those benefits from the proceeds of any settlement or payment the Eligible Employee receives from such Responsible Party. As used herein, the term “Responsible Party” means any person or entity actually, possibly, or potentially responsible for making any payment to the Eligible Employee due to the Eligible Employee’s STD event. Leave Administrator has been authorized to pursue recoveries for subrogation on behalf of Entergy where permitted by law and this Policy.

Other useful documents

Entergy System Policies & Procedures

- [Attendance and Absenteeism](#)
- [Break in Service](#)
- [Discipline](#)
- [Discrimination & Harassment Prevention](#)
- [Employment and Benefits Management](#)
- [Employment at Will](#)
- [Employment Categories and Requirements](#)
- [Holidays](#)
- [Leave of Absence – Family and Medical Leave](#)
- [Leave of Absence - Paid Parental Leave](#)
- [Reporting Violations](#)
- [Time Entry and Pay](#)
- [Vacation](#)

For other applicable state/municipality policies contact Sedgwick through [EntergyTotalRewards.com](#), [mySedgwick.com/entergy](#), or by phone at 844-601-7474.

[Code of Entegrity](#)

Need more information?

If you have questions related to claims (leave requests) such as initiating, processing, and administering a claim, please contact the Leave Administrator at [mySedgwick.com/Entergy](#) or 844-601-7474.

If you have questions related to time entry, pay, or this Policy, please contact the Employee Support Center at 844-ETR-Work.

If you have questions related to your benefits, please contact the Entergy Total Reward Center at [www.entergytotalrewards.com](#) or **1-888-259-3463**.



To see the revision details of prior versions of this Policy, view the [System Policy Revision Log](#). For prior versions of the Policy, contact the ethics and compliance department (ethics@entergy.com).

Approvals

Title: Leave of Absence – Short-Term Disability	Last Revision: 2/3/2025	Rev. 14.3
Subject Matter Expert: Teresa Gray	Responsible Officer: Kathryn Collins, Chief Human Resources Officer	Approved By: Kathryn Collins

This Policy applies to any and all Employees of any Entergy System Company, unless otherwise expressly excluded.

This Policy covers Employees who are represented by a union, except that any conflicting terms of employment in a collective bargaining agreement or other agreement reached with the union(s) shall control. Also, at certain Entergy facilities that were acquired by purchase, agreements have been reached to maintain or establish policies that will be applied to certain Employees at the facility in lieu of this policy. In such cases, the Employee should contact the Leave Administrator for guidance and the applicable policy or procedures.

Employees at certain worksites may have leave rights or other entitlements under state or local law that are more generous than those provided pursuant to this Policy. If you believe these more generous laws apply to you, please review the applicable leave supplement for your worksite or contact the Leave Administrator to request more information. Nothing in this Policy is intended to violate any employee leave rights under state or local laws. If a leave of absence qualifies as leave under this Policy and state or local laws, the leave will run concurrently under both to the maximum possible extent, but the Employee will have the benefit of the most generous leave, subject to eligibility and any other legal requirements.

Nothing contained in this Policy should be construed to suggest that employees of a particular subsidiary or affiliate of Entergy Corporation are also Employees of Entergy Corporation or any other affiliate or subsidiary of Entergy Corporation. Moreover, this Policy does not create any employment relationship between any person and any Entergy System Company, nor does this Policy confer any contractual right to any person to become or remain an Employee of an Entergy System Company for any definite term or time period.