

F M L A

NEED TO TAKE EXTENDED LEAVE?

EXTENDED LEAVE POLICY

FMLA (Family & Medical Leave Act) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

ELIGIBLE EMPLOYEES ARE ENTITLED TO:

- **Twelve workweeks of leave in a 12-month period for:**
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **OR**
- **Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).**

STEPS TO FOLLOW:

- 1** Notify HR and your manager 30 days prior to leave start date.
- 2** Apply for FMLA and/or STD: voya.absenceresources.com or call 888.464.FMLA
- 3** Keep in touch with your manager weekly while out on leave.
- 4** Pay weekly/monthly benefit premiums continuously.

REMINDER!

Per Atlantic's FMLA policy, PTO must be used concurrent with any FMLA leave.

HR CONTACTS

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