

1. What is a Leave of Absence?

A Leave of Absence is approved time off work. Leaves of absence are generally unpaid and can be granted for the following reasons:

- Care for newborn or newly adopted child or newly appointed legal guardianship
- Care for a seriously ill family member
- Teammate's personal medical condition
- Teammate's military service
- Teammate's child, spouse or parent is called to active duty
- Teammate's care for covered service member with serious injury or illness incurred in active duty
- Teammate's education
- Teammate's personal reasons

2. What is Family Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons.

3. Where can I find information about FMLA eligibility?

You can click the link below to find more information on the U.S. Department of Labor Wage and Hour fact sheet.

<https://www.dol.gov/whd/regs/compliance/whdfs28.pdf>

4. Will I get paid while I am on a leave of absence?

Leaves of absence are without compensation except for Parental Leave (see FAQ #5 for more information about Parental Leave).

Teammates who are on a leave for their own medical condition may be eligible for the Short-Term Disability benefit. Otherwise, teammates have the option to use PTO if available or they may go unpaid.

5. What is Parental Leave?

Parental leave is a paid leave of absence for parents to care for and bond with their child, up to age 18, who is a newly added member of the teammate's family through birth, adoption, or legal placement. For all eligible teammate parents, they are paid for four consecutive weeks

of paid leave. For eligible teammate parents who give birth, they are paid for a combined total of six consecutive weeks (combining paid parental leave and additional time for recovery).

6. What is the process to follow when a teammate applies and/or is approved for a personal leave?

Personal leaves must be approved by the teammate's direct supervisor and the department VP. Teammates who go out on a leave of absence are not job-protected and the teammate's health plan, life, and disability benefits coverage will stop at the end of the next pay period. Refer to HR Policy 4.13 for additional details.

7. What is ReedGroup's LeavePro?

LeavePro is the leave of absence application used by Atrium Health to track and manage leaves of absence. Leave of absence and workplace accommodations requests are tracked and managed in this application. Job aids are available on the [LOA Webpage](#) regarding how to register in LeavePro, request leave, enter intermittent time and navigating in the application.

Special note: Teammates can use the LeavePro Self-Service portal to manage and keep track of status updates regarding their leave.

8. How do I request a Leave of Absence?

Teammates who will miss or plan to miss three or more days of work due to illness or non-work related injury, military activities, or who would like to request a leave for personal or educational reasons should submit a leave request in LeavePro. Teammates having difficulty registering and/or submitting a leave of absence request in LeavePro should create a ticket through the [HR Service Center Online](#). Also, notify your leader that you will be out of work.

A workplace accommodation is a modification or adjustment to a job, the work environment, or the way in which a job is usually done that enables a teammate with a disability, who is otherwise qualified to perform a job, to attain the same level of performance and to enjoy the same benefits and privileges of employment.

9. How do I request a Workplace Accommodation?

A workplace accommodation is a modification or adjustment to a job, the work environment, or the way in which a job is usually done that enables a teammate with a disability, who is otherwise qualified to perform a job, to perform the essential functions of their position.

A teammate who would like to request a Workplace Accommodation should submit a request for Workplace Accommodations in LeavePro, the leave of absence application used to track and manage leaves of absence. Teammates having difficulty registering and/or submitting a leave of absence request in LeavePro should create a ticket through the [HR Service Center Online](#) portal.

Special note: Teammates returning from leave with restrictions can forego requesting a workplace accommodation in LeavePro, however they should upload their return to work documentation in LeavePro as soon as possible but at least 3 business days prior to returning to work. If the teammate's health care provider is faxing the return to work documentation on the teammate's behalf, this can extend the amount of time it takes to process the return.

10. What can I expect once I submit my Leave of Absence request?

Once you submit your leave request in LeavePro, you will receive a confirmation message indicating that your leave request was successfully submitted. You can expect to receive an eligibility notification typically within 5 business days informing you of your eligibility status (eligible vs. not eligible) along with next steps. Sometimes due to higher volume of requests that are being processed, it may take longer than 5 business days. If you have submitted your leave request and you have not received your eligibility notification after 10 business days, please create a ticket through the [HR Service Center Online](#) so that someone from HR Leave Administration can provide you with an update.

Special note: You will receive communication and status updates about your leave from the email address DoNotReply@ReedGroup.com. This is a trusted sender, and not a suspicious email. You can open any links or attachments that come from this email address.

11. When will my Leave of Absence begin and end?

If approved for a Leave of Absence, you will receive communication indicating the approved begin and end date. The begin and end date is determined based upon the certification received from the health care provider and/or other supporting documentation.

12. What information regarding my leave will I receive and how will I receive it?

Depending on the type of leave, teammates most commonly receive the following:

- An eligibility notification letting them know if you eligible or not for the leave of absence as well as rights and responsibilities under FMLA.
- A determination notification letting them know if your leave of absence has been approved (all leaves require certification or other supporting documentation before it will be approved).
- A scheduled RTW notification letting them know that their approved leave is nearing the end date.

These communications will be sent from the LeavePro application and will come from the email address DoNotReply@ReedGroup.com.

13. Do I need to submit documentation to be approved for leave?

Leave of Absence FAQ:
Atrium Health Greater- CLT

All leaves of absence require certification and/or supporting documentation before being approved. It is the responsibility of the teammate to ensure that the required documentation is received by the due date. The **preferred** manner to receive all documentation regarding leave, including certification forms, is by the teammate uploading the information directly into LeavePro. This allows for timelier processing of the leave. If the health care provider is submitting the certification on the teammate's behalf, the teammate is still responsible for making sure the documentation has been sent and received. That is why it is recommended that teammates get a copy of any forms that are completed by the health care provider and uploading them in LeavePro themselves.

14. How can I tell if my Leave of Absence has been processed?

You will receive a notification informing you of your eligibility for leave. Once the required certification and/or supporting documentation has been received, you will receive a determination notification informing you if your leave has been approved or not. You can also go to the LeavePro Self-Service portal to see all the notifications that have been sent to you as well as to upload any forms related to your leave and to see other status updates.

15. I'm going on a Leave of Absence. What happens to my benefits?

Teammates will receive a benefit billing statement that details their current balance. Upon their return, teammates' benefit deductions will be updated to include owed amounts that have accumulated. Owed deductions for core benefits will be split over an approximate 4 pay periods and additional benefits will be collected at one time to prevent any delay in claims processing.

16. Is my job protected while I'm out on leave?

Teammates will receive a notification informing them of the timeframe that they are approved for. Approved leave time is job protected except for personal and education leave which are not job protected. If any portion of leave is shown as "exhausted", that indicates that that portion of leave time is not job protected.

17. Do I need to stay in contact with my department during my leave?

It is recommended that teammates stay in contact with their department leader during your leave to discuss things such as your plans to return to work and to communicate PTO preferences, etc.

18. Who is responsible for entering my PTO or Catastrophic Bank hours?

Your leader or their designee enters any PTO or Catastrophic Bank hours into Kronos. Please be sure to have a conversation with your leader regarding if you want to use PTO or Catastrophic Bank hours during your leave.

19. Who is responsible for entering intermittent absences in LeavePro?

Teammates are responsible for entering any intermittent absences into LeavePro. This ensures that any intermittent time uses in documented and reduces the amount of accrued time in their FMLA bank.

20. How do I apply for Short-Term Disability?

Eligible teammates on an approved medical leave may apply for Short-Term Disability through MetLife. To file a claim, call 800-421-7014.

Teammates who are approved and/or receiving Short-Term Disability payments should alert their leader. Teammates should not be using PTO and receiving Short-Term Disability payments at the same time.

21. What do I do if I need an extension on my Leave of Absence?

Teammates who need an extension on their Leave of Absence should upload supporting documentation indicating the need for an extension in LeavePro. It is recommended that teammates update their department leader as well to provide them with this update.

22. What do I need to do when I am released to return to work?

Teammates who have been released to return to work should as soon as possible upload their return to work documentation in LeavePro for the return to be processed by HR Leave Administration.

The type of leave determines what form is required to be submitted prior to returning from a leave.

- Teammate Health Condition- Fitness for Duty
- Family Health Condition- Return from Family Care Leave
- Military- Return from Military Leave (or Return from Family Military Leave)

Special note: Teammates should upload their return to work documentation in LeavePro as soon as possible but at least 3 business days prior to returning to work. If the teammate's health care provider is faxing the return to work documentation on the teammate's behalf, this can extend the amount of time it takes to process the return.

23. What do I need to do if I have been released to return to work but have restrictions?

Teammates who have been released to return to work should as soon as possible upload their return to work documentation in LeavePro. Leave Administration will review the supporting documentation from your health care provider related to your restrictions and then work with your leadership team to see if they can accommodate the restrictions.

Special note: Teammates should upload their return to work documentation in LeavePro as soon as possible but at least 3 business days prior to returning to work. If the teammate's

Leave of Absence FAQ:
Atrium Health Greater- CLT

health care provider is faxing the return to work documentation on the teammate's behalf, this can extend the amount of time it takes to process the return.

24. I am still on Leave of Absence status but have returned to work. How do I become active again?

Teammates who are still showing as being on a Leave of Absence however have returned to work should confirm that they have submitted their RTW paperwork by uploading it in LeavePro. If the RTW paperwork has been submitted and it has been more than 10 business days, please create a ticket through the [HR Service Center Online](#) so that someone from HR Leave Administration can provide you with an update.

25. What happens if I exhaust all my approved leave time?

Teammates who have exhausted all approved leave time will typically no longer have job protection unless the leave is extended under the ADA if applicable. Teammates will however remain employed by Atrium Health for 6 months from the start of their leave. If a teammate is cleared to return to work prior to the end of the 6 months, they will be placed back in their previous job if it is still vacant otherwise, they will be transferred to the Career Transition Program where they will be provided with resources to assist them as they look for another job in the organization.

26. Who should I contact if I have specific question regarding my leave or workplace accommodation?

Teammates who have additional questions about their leave or workplace accommodation can create a ticket through the [HR Service Center Online](#) portal.

Leave of Absence FAQ:
Atrium Health Greater- CLT