

Pay While on Leave

While on a leave of absence, when being paid by Atrium Health, teammates will continue to be paid by the same method they were paid prior to their leave (i.e., direct deposit).

Pay During Parental Leave: Teammates approved for parental leave are paid at 100% of their base salary for 4 weeks. Teammates who give birth will be paid the parental benefit for an additional 2 weeks (to include additional recovery time) for a total of 6 weeks. For more information about Parental Leave Benefits, please review the [Parental Benefits web page](#).

Pay During Medical Leave: Teammates on a leave of absence or who have a reduced schedule due to their own illness and/or injury and have short-term disability (STD) coverage may be eligible to receive payments equal to 60% of their base salary (see [Summary Plan Documents](#) page for additional details). To file a claim with MetLife, our STD benefit carrier, the teammate (or a family member of the teammate) can call 1-800-421-7014. Teammates should notify their leader when receiving STD payments to prevent the possibility of receiving payment from both MetLife and Atrium Health at the same time.

Teammates who receive overlapping payments from both Atrium and MetLife, for the same dates, will be required to repay any overpayments.

Pay During Personal and Education Leave: Teammates approved for a personal or education leave will have available PTO paid out in one lump sum at the start of the leave. The remainder of their leave is unpaid.

Other Pay Information: Teammates who are not receiving STD payments have the option to use PTO or go unpaid. Teammates should communicate their preferences to their leader while on a leave of absence.

Benefits While on Leave

Teammates who would like to make changes to their benefits or have questions regarding benefits billing, can contact the Benefits Service Center at 704-631-1500, choose Option1.

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 four pay periods and additional benefits will be collected at one time to prevent any delay in claims processing.

Additional Benefits Carriers will contact you to set up Continuation of Coverage as direct bill (Legal, Identity Protection, Pet Insurance) within 45 days. Teammates must set up payment with carriers or coverage will be dropped. Additional benefits will remain on direct bill and payroll deductions will not start upon a return from leave.

Teammates have the option to cancel additional benefits (Legal, Identity Protection, Pet Insurance, Critical Illness, Hospital Admission, and/or Accident Insurance) **before** leave by contacting the Benefit

Service Center at 704-631-1500 Option 1. **Please note that a Qualifying Life Event (birth, marriage, etc.) is needed to reenroll in these benefits prior to Open Enrollment.**