LEAVE OF ABSENCE
Employee Overview & Checklist

OVERVIEW
In general, the following absences, greater than 5 business days, will result in a leave of absence at the Alliance:

- your own medical condition, including pregnancy
- bond with a new child (newborn, adoption or foster child)
- to care for a seriously ill family member, continuous or intermittent,
- Extended and Personal Leave – Alliance policy
- Military Leave

You are required to file for leave of absence with Unum, our leave administrator. Applying for a leave of absence for a reason above may provide wage replacement, job and benefit protection and/or other coverages you may be entitled by state/federal law or by the Alliance policies.

It is the policy of the Alliance to provide time off to eligible employees in compliance with the protections of:

- Family and Medical Leave Act (FMLA)
- Pregnancy Disability Leave Act (PDL)
- California Family Rights Act (CFRA)
- Americans with Disabilities Act (ADA)
- Uniformed Services Employment & Reemployment Rights Act (USERRA)

Protected leaves may interact with each other, may run concurrently or may not be applicable. It is recommended that you speak with Unum, our leave administrator, to understand what leave protection you are entitled to, and how they work. If you do not qualify for a protected leave, Unum will request the Alliance’s Extended/Personal Leave on your behalf. Extended/Personal Leave must be approved in writing by your Supervisor and HR prior to the start of your leave and if approved, will only be granted in 30 day increments.

Unum will automatically initiate all applicable state and/or federal leave laws, as well as claims for Voluntary STD (if you elected and are paying premiums via payroll) and Long Term Disability (LTD). For more information on these plans refer to the leave of absence Disability Plan documents. You will need to apply directly to California Employment Development Department (EDD) for SDI or PFL benefits (see more information below).

If you have further questions regarding your leave of absence, you may contact:

- Unum at 1-866-779-1054
- HR email: ListLeaveAdmin@CCAHealth-Alliance.org

Acronym descriptions:

- LOA – Leave of Absence
- STD – Short term disability
- LTD – Long Term disability
- SDI – State Disability Insurance
- PFL – State Paid Family Leave

Rev April 2019
EMPLOYEE CHECKLIST: A guide of your required actions during your leave.

1. Communicate your request to take a leave of absence:
   - Contact your Human Resources Representative to discuss your leave request and provide your doctor’s note, if applicable. For foreseeable events, a minimum 30 days advance notice is recommended.
   - Notify your supervisor of your leave of absence providing the planned start date and projected duration. It is your responsibility to notify HR, your supervisor and Unum of any changes to your expected return to work date.

2. Apply for a leave of absence with Unum:
   - Contact Unum at 1-866-779-1054 to request a leave of absence 30 days in advance of your first day of absence when foreseeable.
     You may apply online at https://www.unum.com/employees/file-a-claim. You will need to create an account online to apply (we recommend using your Alliance Employee ID to create an account; your employee ID is in Paycom).
   - It is important you respond ASAP to all requests from Unum. Delays may impact leave approval, pay, benefits and protection rights. Unum will notify you if your leave is approved and protected under state and/or federal leave laws.
   - Provide your Human Resources Representative with a note from your or your family member’s physician to support your time of request prior to your first day of absence. The doctor’s note must include your name, date, start date of leave, anticipated duration/return to work date and provider’s signature on doctor’s pre-printed letterhead/notepad.

3. Contact Payroll:
   - Contact Payroll at Payroll@ccah-alliance.org to discuss the following:
     - Waiting Period - Notify Payroll if you wish to use PTO during the SDI benefits waiting period (5 business days) otherwise this will be unpaid.
     - PTO Coordination - Indicate if you would like to use PTO to supplement any unpaid portion of leave (SDI, VolSTD, or PFL). Notify your supervisor of the dates and hours of PTO you would like to use during your leave. In Paycom, use the code LOA PTO (if you use any PTO time) or LOA NO PAY to report time not worked due to your leave.
     - Premium Payments - Arrange payment for your share of health insurance premiums. With advance notice to Payroll you could accelerate premium payments. If you fail to pay premiums timely, your insurance will terminate for the remainder of your leave.

   NOTE: Employees on leave of absence are not eligible for holiday pay.

4. Apply for California state income replacement benefits (SDI or PFL) on your first day of absence (you cannot apply early) apply online at:
   - Your own medical disability or pregnancy, see Disability Insurance Claimants (SDI)
   - Bonding with a child or care of ill family member, see Paid Family Leave Claimants (PFL)

5. Important Benefits information:
   - If you wish to add your new child to your Alliance health coverage, you must enroll them within 30 days of their date of birth (or effective date, if adoption) through Paycom. For assistance contact HR.
   - Health insurance benefits will continue during your protected leave period, however, you are required to pay your premium share to Payroll before or during your leave.
Your Alliance health benefits will terminate at the end of the month in which you have exhausted all protected leave time (e.g., FMLA, CFRA, PDL) and exhausted PTO. If eligible, you will be mailed COBRA Continuation Coverage Election Notice from our COBRA administrator.

Employee Benefits site is:  https://benefits2.filice.com/alliance/

6. Change/Extension of your return to work date:
   - It is your responsibility to notify Unum, Human Resources, and your supervisor of any changes to your expected return to work date as soon as you are aware of any change.

7. Returning to work:
   - Please confirm your expected return to work date a minimum of one week in advance to your manager and Human Resources. Building and system access will not be activated until you’ve confirmed with HR and a doctor’s note is received, if applicable.
   - When returning from your own medical condition, you are required to provide HR a work release from your doctor. The doctor’s release note must specify the date you can return to work, any work restrictions and your doctor’s signature on doctor’s pre-printed letterhead/notepad. HR must receive the doctor’s note prior to you commencing any work for the Alliance. If you have any work restrictions, HR may need additional time to evaluate the Alliance’s ability to accommodate.
   - If you arrive at work without a doctor’s note, you will not be able to resume work and will be unpaid until such time you present the required work release to HR.
   - Request an Ergo evaluation through iOffice request to ensure are working safely and to limit risk of injury from the work environment, if desired.

If you exhaust the protected FMLA/CFRA/PDL period:
   - If your leave of absence extends beyond the protected FMLA/CFRA/PDL period, you need to apply for an Extended/Personal Leave with Unum. This must be completed prior to your protected period end date. Extended/Personal Leaves are approved or denied by Human Resources and your supervisor**
     - The Alliance will review Extended/Personal Leave requests on a case-by-case basis and any approvals will be in 30 day increments.
     - Your Alliance health benefits will terminate at the end of the month in which you have exhausted your protected coverage period (e.g., FMLA, CFRA, PDL) and exhausted PTO. If eligible, you will be mailed COBRA Continuation Coverage Election Notice from our COBRA administrator.

**An employer may have an obligation under ADA to grant additional unpaid leave as a reasonable accommodation. An interactive process is necessary to determine, on a case-by-case basis, if it is an ADA qualifying situation, and if it is possible to extend the leave period without posing an undue hardship on the business. Contact Human Resources for further information.
EXAMPLE: Pregnancy Disability Leave (PDL) with Family Leave-bonding (CFRA)

PDL is for any period of time the woman is physically unable to work due to pregnancy or a pregnancy-related condition. PDL maximum is 4 months (17.3 weeks).

<table>
<thead>
<tr>
<th>Income Replacement</th>
<th>State Disability (SDI) = 60-70% max $1252/wk</th>
<th>PTO (Vol STD if enrolled) = 20% max $2500/week (duration 12 weeks of disability)</th>
<th>PFL (6 weeks) = 60-70% max $1252/wk</th>
<th>No income replacement can use PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK*</td>
<td>1  2  3  4  5  6  7  8  9  10</td>
<td>11  12  13  14  15  16  17  18  19  20  21  22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Protection</td>
<td>PDL (up to 17.3 weeks if physician medically certifies) FMLA for up to 12 weeks</td>
<td>CFRA (up to 12 weeks) Runs concurrent with any remaining FMLA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Example above reflects child birth 4 weeks from first day of leave, total 10 weeks of PDL, then baby bonding for 12 weeks.

- The PDL start date and duration is based upon your doctor’s medical certification for your leave filed with Unum, our leave administrator.
- SDI & PFL income replacement benefits determination is made by the EDD. Visit the [EDD website](https://www.edd.ca.gov) for more information.
- Uncomplicated pregnancy disability period is a few weeks prior to birth and 6 weeks after (8 weeks if C-section delivery), total period is generally 8-10 weeks. Additional time for PDL may be granted based upon physician medical certification.
- Employees may use 5 days of PTO during the SDI waiting period. Employees may supplement SDI, PFL or unpaid leave throughout their leave with available PTO. Notify your supervisor of the dates and/or hours of PTO you want to use as they will enter your timecard while you are on continuous leave.
- SDI could pay for up to 52 weeks of a certified disability (although pregnancy disability periods average duration is 8-10 weeks). PFL pays up to 6 weeks. Visit the [EDD website](https://www.edd.ca.gov) for further information and to apply for SDI or PFL.
- The SDI and PFL weekly benefit amounts are calculated based on your past earnings and is approximately 60-70% of your earnings, up to the maximum weekly benefit amount. For 2019, the weekly maximum benefit is $1,252.
- After your PDL period ends, you may be eligible for an additional 12 weeks of job protection under CFRA for baby bonding. Unum will assist you with your eligibility and request for CFRA bonding leave.

**Time off beyond Pregnancy Leave (PDL) when not eligible for CFRA**

Without CFRA protection for bonding leave, your request to extend your time off would be subject to employer approval under an [Extended/Personal Leave](https://www.edd.ca.gov) without pay.

- Please contact Unum, to request an Extended/Personal Leave before your PDL ends. This leave requires written approval from Human Resources and your supervisor in advance of your first day of use. Extended/Personal Leaves will be granted in 30 day increments. Extended/Personal Leaves are approved or denied by Human Resources on a case-by-case basis, depending on business need. Refer to the Alliance Handbook for more information on Extended and Personal leaves of absence.
- Your Alliance health benefits will terminate at the end of the month in which you have exhausted your protected coverage period (e.g., FMLA, CFRA, PDL) and exhausted PTO. If eligible, you will be mailed COBRA Continuation Coverage Election Notice from our COBRA administrator.
EXAMPLE: Employee Medical Leave
For an employee’s own medical condition

<table>
<thead>
<tr>
<th>Income Replacement</th>
<th>PTO</th>
<th>State Disability (SDI) = 60-70% max $1252/wk (up to 52 weeks)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK</td>
<td>1-2</td>
<td>Vol STD (if enrolled) = 20% max $2500/week (duration 12 weeks of disability)</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>6-7</td>
<td>LTD = 60% max 12000/month</td>
<td>9-12</td>
</tr>
<tr>
<td></td>
<td>13-52</td>
<td></td>
<td>52+</td>
</tr>
<tr>
<td>Job Protection</td>
<td></td>
<td>FMLA (up to 12 weeks)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFRA (up to 12 weeks)</td>
<td></td>
</tr>
</tbody>
</table>

- The disability start date and duration is based upon your doctor’s medical certification filed with Unum, our leave administrator. Visit the EDD website for further information and to apply for SDI.
- Employees may elect to use 5 days of PTO during the first week of leave, the SDI waiting period. Employees may supplement SDI, PFL or unpaid leave throughout their leave with available PTO. Notify your supervisor of the dates and/or hours of PTO you want to use as they will enter your timecard while you are on continuous leave.
- After the 7-day waiting period, SDI may pay up to 52 weeks of disability as determined by the EDD upon receipt of medical certification from your physician. Visit the EDD website for further information and to apply for SDI.
- Your medical LOA will run concurrent with protection under FMLA/CFRA, if eligible, for up to 12 weeks on a rolling 12-month basis.
- Employees may supplement SDI or unpaid leave during their leave with available PTO. Notify your supervisor of the dates and/or hours of PTO you wish to use as they will enter your timecard when you are on continuous leave.
- The SDI weekly benefit amount is calculated based on your past earnings and is approximately 60-70% of your earnings, up to the maximum weekly benefit amount. For 2019, the weekly maximum benefit is $1,252.

Leave of absence when not eligible for FMLA/CFRA protection:

Without FMLA/CFRA protection, your leave of absence time is subject to employer approval under the Extended/Personal Leave policy and in some cases, under the Americans with Disabilities Act (ADA).

- Contact Unum, to request an Extended/Personal Leave before your FMLA/CFRA ends. Extended/Personal Leaves requires written approval from Human Resources and your supervisor in advance of your first day of use. Extended/Personal Leave will be granted in 30 day increments and are approved or denied by Human Resources on a case-by-case basis, depending on business need. Refer to the Alliance Employee Handbook.
- Contact Human Resources to discuss an accommodation under ADA*

*An employer may have an obligation under ADA to grant additional unpaid leave as a reasonable accommodation. An interactive process is necessary to determine, on a case-by-case basis, if it is an ADA qualifying situation, and if it is possible to extend the leave period without posing an undue hardship on the business.

Your Alliance health benefits will terminate at the end of the month in which you have exhausted your protected coverage period (e.g., FMLA, CFRA, PDL) and exhausted PTO. If eligible, you will be mailed COBRA Continuation Coverage Election Notice from our COBRA administrator.
EXAMPLE: Family Care Leave
An Employee who needs to take time off work, continuous or intermittent, to care for a seriously ill family member. Definition of family member per law is:

- FMLA = child, parent, spouse
- CFRA = child, parent, spouse including registered domestic partner
- PFL* = child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner

* PFL is an income replacement benefit not a protected leave. Therefore, you apply under FMLA and/or CFRA protection. If you are not eligible or have exhausted FMLA/CFRA, you will need to file for the Alliance's Personal leave.

<table>
<thead>
<tr>
<th>Income Replacement</th>
<th>PFL (6 weeks) = 60-70% max $1252/week</th>
<th>No income replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK</td>
<td>1  2  3  4  5  6  7  8  9  10  11  12</td>
<td></td>
</tr>
<tr>
<td>Job Protection</td>
<td>FMLA (up to 12 weeks)</td>
<td>CFRA (up to 12 weeks)</td>
</tr>
</tbody>
</table>

- Contact Unum to apply for Family Care Leave under FMLA/CFRA. FMLA/CFRA, if eligible, is up to 12 weeks maximum on a rolling 12-month basis.
- FMLA/CFRA due to birth of child, adoption or foster care placement does not need to be taken all at once. It can be taken anytime within the first 12 months of a child entering your family (date of birth or date of adoption/placement).
- Visit the [EDD website](https://www.edd.ca.gov) to apply for PFL income replacement. PFL runs concurrent with FMLA/CFRA.
- The PFL weekly benefit amount is calculated based on your past earnings and is approximately 60-70% of your earnings, up to the maximum weekly benefit amount. For 2019, the weekly maximum benefit is $1,252.
- There is no 7-day waiting period for PFL.
- Employees may supplement their PFL benefits with available PTO. Notify your supervisor of the dates and hours of PTO you want to use as they will complete your timecard during a continuous leave.

Leave of absence when not eligible for FMLA/CFRA protection:
Without FMLA/CFRA protection, your leave of absence time would be subject to employer approval under the Extended/Personal Leave without pay policy.

- Contact Unum, to request an Extended/Personal Leave before your FMLA/CFRA protection ends. Extended/Personal Leave requires written approval from Human Resources and your supervisor in advance of your first day of use. Extended/Personal Leave will be granted in 30 day increments and are approved or denied by Human Resources on a case-by-case basis, depending on business need. Refer to the [Employee Handbook](#) (Intranet access required).

NOTE: PFL is an income replacement benefit not a protected leave, therefore, you need to file for Extended/Personal leave if you are not eligible for FMLA/CFRA protection.

Your Alliance health benefits will terminate at the end of the month in which you have exhausted your protected coverage period (e.g., FMLA, CFRA, PDL) and exhausted PTO. If eligible, you will be mailed COBRA Continuation Coverage Election Notice from our COBRA administrator.