



# LEAVE OF ABSENCE

## Step-by-Step Guide for Non-Union Hourly Associates

If you need to take a leave of absence due to a personal medical condition or for an immediate family member, follow the steps below.

*Questions? Please contact your Human Relations Business Partner.*

### Personal Medical Condition or any other Qualified Leave under FMLA

**1** Notify your manager that you will be requesting a leave of absence (LOA) due to a personal medical condition. Then notify your HR Business Partner.

**2** You will then need to contact MetLife, our third-party vendor that administers our FMLA (job protection) and Short-Term Disability Benefit (pay).

» **FMLA/Short-Term Disability** administered by MetLife.



833-622-0135



[www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

**3** Your leave will not be approved until MetLife receives all documents from your healthcare provider. Timely submission of the appropriate documents will ensure that there is as little wait time as possible for your Short-Term Disability payments to start being dispersed.

**4** While on Unpaid Leave, you will be required to pay all benefit premiums to continue coverage.

» **Wage Works** administers this payment when on unpaid LOA

- Please be on the lookout for a mailing from WageWorks, sent to your address on file. Your first monthly payment will be due the first of the month following the start of your unpaid LOA. You are required to make monthly payments until you return to work.
- If you return to work midmonth, and you already paid for the entire month, you will be reimbursed after confirmation of return to work.
- If you do not make required payments to WageWorks, your benefits will be terminated and will not be reinstated until you return to work and complete a return-to-work life event with the BBU Benefits Center.



877-630-7215



<https://mybenefits.wageworks.com>

**5** You will need to ensure that any updates after your claim has been approved, are forwarded to MetLife, your manager and your HR Business Partner.



6

When you are ready to come back to work you will need a doctor's note releasing you; please provide a copy to your manager and your HR Business Partner.

7

Upon return, you will need to log in to the BBU Benefits Center to complete a return-to-work life event to confirm your benefits moving forward and add Dependent Care Flexible Spending Account (DCFSA) if applicable.



888-606-9228



[www.mybbubenefits.com](http://www.mybbubenefits.com)

## Care for an Immediate Family Member (FMLA)



**Follow steps 1, and 2 on Page 1.** Since this is not a medical condition for you personally, you will not file a Short-Term Disability Claim.

- Your leave will not be approved until MetLife receives all the required documents from your family member's healthcare provider.



**Refer to Step 4 on Page 1** to understand how your benefit premiums will be paid for while out on leave.



An eligible family member is a spouse, child or parent. Certain states allow eligibility for different family members. Contact MetLife for additional information.

## Intermittent Leave (FMLA - For yourself or immediate family member)



**Follow steps 1 and 2 on Page 1** to open an FMLA claim. Since this is not a continuous leave, you will not file a Short-Term Disability Claim.



Associates are required to report all time usage to MetLife and their manager within 48 hours of the missed time.

- Failure to do so may result in a denial of the requested time.
- Going above the certified frequency may also result in a denial of the requested time.
  - » For example, approval on an intermittent basis for up to 4 treatment(s) or appointment(s) per month lasting up to 1 day(s) per treatment/appointment.
- Any approved FMLA hours will be deducted from the associate's PTO bank.

## Workers Compensation (FMLA)



**Follow steps 1 and 2 on Page 1** to open an FMLA claim. Since this is due to a work-related illness or injury, you will not file a Short-Term Disability Claim.





While on Workers Compensation, you are required to pay all benefit premiums to continue coverage.

- **Refer to Step 4 on Page 1** to understand how your benefit premiums will be paid while out on leave.

## Pay While on a Leave of Absence



If you are on a continuous leave due to your own personal non-work-related illness, you will file a Short-Term Disability Claim.

- Short-Term Disability benefits are 60% of base annual earnings (hourly rate x 40 hours or prior year W2 if a commissioned associate) up to a max of \$1,500.
- This benefit is available for a maximum of 180 days from last day worked.
- Pay starts first day after an accident and eighth day of an illness.
- Payments will be sent from MetLife via mail or you can set up ACH payments.
- Associates who give birth are given a set benefit as it relates to Short-Term Disability
  - » 10 weeks after giving birth (natural or cesarean).
  - » Additional 2 weeks of pay will be given under BBU's Parental Leave policy.



After 180 days, Short-Term Disability will be exhausted, and MetLife will begin the review process for your Long-Term Disability eligibility.

- Long-Term Disability benefits are 60% of regular salary (up to \$10,000 per month) paid monthly by MetLife.
- This benefit continues based on your healthcare provider's certification.
  - » There is no defined benefit end-date, however, if approved for Social Security Disability this benefit will be offset.
  - » This benefit is not contingent on active employment.



If you are approved for an Intermittent FMLA for either yourself or a qualified immediate family member i.e. spouse, child or parent – we will pull Paid Time Off (PTO) hours when time is reported/approved.

## Statutory Leaves - Associates who work in NY, NJ, OR, CO, or MA



MetLife administers the statutory benefits for the above states. When you open your leave the claims manager will review the benefit available with you offered by the state.



If you live outside of the above states your claims manager will provide guidance on applying for any statutory leave you might qualify for.

## Employee Assistance Program (EAP)



SupportLinc is BBU's EAP, available at no cost to all associates. The EAP helps associates navigate the challenges that come with balancing home life and work. You can contact SupportLinc at any time to access these resources.



888-881-LINC(5462)



[www.supportlinc.com](http://www.supportlinc.com) | Code: bimbo

*\*Family Medical Leave Act (FMLA) is a federal law that provides eligible associates with unpaid, job-protected leave for specific family and medical reasons. An eligible associate is an associate who has worked with the company for at least a year and has worked at least 1,250 hours in the last year.*

*An associate has 12 weeks in a rolling 12-month period available to them. This leave runs concurrent (at the same time) with Short-Term Disability pay for eligible associates.*

**Visit [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla) for more information.**

