






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? Contact your HR 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 due to a personal medical condition. Then notify your HR Business Partner.
- 2** You will then need to contact our third party vendor that administers our FMLA* (job protection) and Short-Term Disability Benefit (pay).
 - › **FMLA/Short-Term Disability** administered by New York Life
 - Associate may phone a claim into New York Life or obtain forms that must be completed online.
 -  888-647-6467 or 866-562-8421 (español)
 -  www.myNYLGBS.com
- 3** Your leave will not be approved until New York Life 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 Paid or Unpaid Leave, you will be required to pay all benefit premiums to continue coverage.
 - › **WageWorks** administers this payment while on unpaid LOA
 - Please be on the lookout for a mailing from WageWorks, sent to your address on file. You will be required to make payments starting on the first of the month following your last day worked and monthly going forward until you return to work. If you return to work mid-month, you will pay for the entire month and 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.
 -  877-452-6272
- 5** You will need to ensure that any updates after your claim has been approved are forwarded to WageWorks, 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.

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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 to restart your deductions.

 1-888-606-9228

 www.myBBUbenefits.com

Care for an Immediate Family Member* (FMLA)



Follow steps 1, 2 and 4 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 New York Life receives the document from your family member's healthcare provide.

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 different family members to contact New York Life for additional information.

Intermittent Leave (FMLA)



Follow steps 1 and 2 on Page 1. 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 New York Life 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.
 - i.e., 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. Since this is not due to a personal 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.

› **WageWorks** administers this payment

Please be on the lookout for a mailing from them. You will be required to make payments starting on the first of the month following your last day worked and monthly going forward until you return to work. If you return to work mid-month, you will pay for the entire month and 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.

 800-877-5176

Pay While on a Leave of Absence:



If you are on a continuous leave due to your own personal illness you will be filing a Short-Term Disability Claim.

- › Short-Term Disability benefits are 60% of base annual earnings (hourly rate x 40 hours) up to a max of \$1,500.
- › This benefit is available for 180 days from last day worked.
- › Pay starts 1st day after an accident and 8th day of an illness.
- › Payments will be sent from New York Life 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 New York Life 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 via New York Life.
- › This Long-Term Disability benefit continues based on your healthcare provider's certification.
 - There is no defined benefit end-date, however, if approved for Social Security Disability, this Long-Term Disability benefit will be offset.
 - This Long-Term Disability benefit is not contingent on active employment.



If you are approved for an Intermittent Leave FMLA for either yourself or a qualified immediate family member (i.e., spouse, son, daughter or parent), your PTO hours will be used.

Employee Assistance Program (EAP)



Reminder: 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.

›  1-888-881-LINC (5462)



www.supportlinc.com

Group 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 for more information.

