

Overview of leave

Medical leave

When you encounter a medical issue that requires you to be away from work for an extended period of time, your leave can be covered by a combination of the below. You have continuation of health insurance benefits coverage under each type.*

How your leave is administered

	Coverage	Eligibility	Length
Family Medical Leave (FMLA)	Provides eligible employees to take unpaid, job-protected leave for their own or their family members' serious health condition.	<ul style="list-style-type: none"> • Worked 1,250 hours during the 12 months prior to the start of the leave • Employed for 12 months in a seven-year period 	Up to 12 weeks

OR

Company Medical Leave	Provides eligible employees that are not eligible for FMLA time off for their own serious health condition.	<ul style="list-style-type: none"> • Not eligible for FMLA • Full or part-time employees • Employed for 90 days preceding the leave • Requires manager approval 	Up to 180 days
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How you are paid on leave

	Coverage
Short-term Disability (STD)	Provides income replacement up to 180 days if you suffer a non-work related injury, illness or pregnancy that prevents you from working

IMPORTANT!

If you have not elected STD benefits, you may still be eligible for a leave of absence, but you would not receive disability benefits/pay. Available PTO would be used and exhausted for the duration of your leave, then your leave would be unpaid.

Contact the Absence Center

To report a new claim, to view an existing claim or for questions about leaves of absence:

- Access the BSWH Absence Center at mySedgwick.com/BSWH
- Call (844) 511-5762

**Benefits: While on paid leave, benefit premiums continue to be deducted from your paycheck. While on unpaid leave, benefit premiums will be billed directly to you from our third-party vendor, Optum. Please pay promptly to avoid termination of insurance coverage.*

Family Medical Leave (FMLA)

Company Medical Leave

Reasons for taking FMLA:

- Your serious health condition that makes you unable to perform the essential functions of your job, including incapacity due to pregnancy and for prenatal medical care
- The birth of a child or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Care of your spouse, child or parent with a serious health condition; or
- Qualifying exigencies related to the foreign deployment of a military member who is your spouse, child or parent

View the Maternity Leave Guide for more details

Reasons for taking Company Medical Leave

- Your serious health condition that makes the you unable to perform the essential functions of your job, including incapacity due to pregnancy and for prenatal medical care

The total number of approved weeks will vary depending on the certification provided by your healthcare provider

Week of leave FMLA or Company Medical Leave												
	1	2	3	4	5	6	7	8	9	10	11	12
1 WEEK PTO*	Short Term Disability Paid 60% of your salary for the duration of your approved leave											
	40% PTO until exhausted, then this portion is unpaid											
Weeks 13-26 (if you qualify to continue)												
Short Term Disability Paid 60% of your salary for the remainder of your approved leave, up to 180 days												
40% PTO until exhausted, then this portion is unpaid												

**Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on date you become disabled*

Note: Charts reflect general guidance for available leave; please contact the Absence Center for specific information.

REMEMBER!
You must have elected STD coverage to receive disability pay while on leave