

# Overview of leave

## Maternity, non-birthing parent and adoption leaves

When you welcome a new addition to your family, 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
<b>Family Medical Leave (FMLA)</b>	Allows eligible employees to take unpaid, job-protected leave for specified family and medical reasons.	<ul style="list-style-type: none"> <li>• Employed for 12 months in a seven-year period</li> <li>• Worked 1,250 hours during the 12 months prior to the start of the leave</li> </ul>	Up to 12 weeks
<b>OR</b>			
<b>Company Medical Leave</b>	Allows eligible employees that are not eligible for FMLA time off for their own medical reasons.	<ul style="list-style-type: none"> <li>• Employed for 90 days preceding the leave</li> <li>• Full or part-time employees</li> <li>• Not eligible for FMLA</li> <li>• Requires manager approval</li> </ul>	Typically up to 8 weeks  Note: Maximum allowed is 180 days

### How you are paid on leave

	Coverage
<b>Short-term Disability (STD)</b>	Provides income replacement 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](http://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)

See first page for eligibility requirements.

**Maternity leave:** Applies to any female employee who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved under the disability plan if medically necessary.

There are two different options:

- Childbirth
- Childbirth by C-section.

**Non-birthing parent leave:** Applies to non-birthing parent (male or female).

**Adoption leave:** Applies to the adoptive parent who legally adopts a child (not biologically related to either parent) under the age of 18.

Both types of leave must be taken all at once on a continuous basis. You may use this benefit within the first twelve (12) months of the child's birth/ adoption.

Week of leave											
1	2	3	4	5	6	7	8	9	10	11	12

## Maternity | Childbirth

PTO* 1 week	Short Term Disability 100% for 5 weeks	Exhaust PTO, then remainder of time unpaid (6 weeks max)**
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## Maternity | Childbirth by C-section

PTO* 1 week	Short Term Disability 100% for 5 weeks	60% STD + 40% PTO for 2 weeks	Exhaust PTO, then remainder of time unpaid (4 weeks max)**
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## Non-birthing parent

PTO* 1 week	STD 100% 1 week	Exhaust PTO, then remainder of time unpaid (10 weeks max)**
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## Adoption

PTO* 1 week	Short Term Disability 100% for 3 weeks	Exhaust PTO, then remainder of time unpaid (8 weeks max)**
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*\*Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth/date of adoption.*

*\*\*Bonding period: Optional, may be taken anytime within 12 months of the child's birth/adoption.*

**REMEMBER!**

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

# Company Medical Leave

See first page for eligibility requirements.

**Maternity leave:** Applies to any female employee who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved under the disability plan if medically necessary.

There are two different options:

- Childbirth
- Childbirth by C-section.

**Non-birthing parent leave:** Applies to non-birthing parent (male or female).

**Adoption leave:** Applies to the adoptive parent who legally adopts a child (not biologically related to either parent) under the age of 18.

Both types of leave must be taken all at once on a continuous basis. You may use this benefit within the first twelve (12) months of the child's birth/ adoption.

Week of leave											
1	2	3	4	5	6	7	8	9	10	11	12

## Maternity | Childbirth

PTO* 1 week	Short Term Disability 100% for 5 weeks	See note below**
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## Maternity | Childbirth by C-section

PTO* 1 week	Short Term Disability 100% for 5 weeks	60% STD + 40% PTO for 2 weeks	See note below**
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## Non-birthing parent

PTO* 1 week	STD 100% 1 week	See note below**
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## Adoption

PTO* 1 week	Short Term Disability 100% for 3 weeks	See note below**
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*\*Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth/date of adoption.*

*\*\*Company medical leave: Additional time for bonding may be requested as personal leave, subject to manager approval. If approved, PTO would be exhausted and then leave would be unpaid.*

### REMEMBER!

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