

Important Information About OHM Advisor's Family and Medical Leave Policy

How is My FMLA Entitlement Calculated?

If you are eligible and your leave qualifies, you have the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

What if I Need Additional Leave?

If you need an extension of your leave, you should notify Unum. You will be required to provide additional doctor certification of the serious health condition.

How Do I Notify Unum, My HR Department, and My Supervisor of My Return-to-Work Plans?

If you can return to work sooner than your current estimated return to work date, you should notify Unum, your HR Department, and your supervisor as soon as practicable.

If your leave is for your health condition, you will be required to present your employer with a fitness-for-duty certificate (return to work) as a condition of being restored to employment.

If your leave request is for your serious health condition and there is any need for additional accommodation, please contact your local HR Department.

How Should I Report Intermittent Absences to Unum?

If you have an intermittent leave, you must notify Unum within 14 calendar days each time you need to take intermittent leave. Please also notify your supervisor and the HR Department. Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be delayed/denied.

Do I Need to Use PTO and/or Paid Sick Time While on Leave?

You may be required to use accrued PTO and/or Paid Sick Time (only eligible for specific employees through the qualifying State programs) during any otherwise unpaid FMLA and/or state leave unless otherwise mandated by state law.

Any paid time off used will be counted against your available leave under the FMLA and/or state leave law. Please contact [your payroll department](#) regarding how much paid time off you have available. If you do not meet the terms and conditions of your employer-paid leave program for your leave, your entitlement to take unpaid FMLA will not be affected.

After you have exhausted your paid leave, the remainder of your leave will be without pay. If you are receiving workers' compensation or disability benefits, then you may use your accrued paid time off.

Will My Benefits Continue While I Am on Leave? *Health Insurance:*

During your leave, your employer will continue to pay its portion of your group health insurance premiums and you must pay your share, if any, of the health insurance premiums.

- During paid leave, your share of the premiums will continue to be paid through payroll deductions.
- During unpaid leave, your employer will provide you with information regarding arrangements for payment of your share of the premiums. Please contact [your payroll department](#) for more information regarding payments for benefit continuation during your leave.

You have a 30-day grace period in which to make such premium payments. If you do not pay your share of the insurance premiums on a timely basis, your insurance coverage for yourself and/or your dependents may be terminated for the remainder of your leave.

Other Benefits (Life, Disability, etc.):

Your employer will continue other benefits (e.g., life insurance, disability insurance, etc.) while you are on leave. If your employer pays your premiums for other benefits, when you return from leave you will be expected to reimburse your employer for your share of the payments made on your behalf. Please contact [your payroll department](#) for information regarding your other benefits during your leave.

Are There Other Types of Leave Available?

For information regarding other types of leave available through OHM Advisors, please contact [your HR Department](#).