



GOING OUT ON A LEAVE OF ABSENCE? HERE ARE SOME QUICK POINTS YOU SHOULD KNOW:

- **What is FMLA?** FMLA is a job-protected leave of absence in a twelve-month period to care for a child after birth, adoption or foster care placement; to care for a spouse; child or parent with a serious health condition; or for a serious health condition that makes you unable to perform your job. It also includes employees who leave to care for a family member who is a member of the Armed Forces that is receiving treatment or if a family member is on active military duty or has been notified of an impending call.
- **Who is eligible for FMLA?** You are eligible if you have worked for the Company for at least 12 months; (2) have worked at least 1,250 hours during the 12 months before beginning the leave.
- **Why do I need to file for FMLA?** This is a company policy for both exempt and non-exempt employees as a measure for protecting your job, regardless of how much accrued sick/vacation time you have available to use. Accrued sick time is income replacement, and does not provide job protection. In order to be eligible for job protection, you must first file a leave of absence claim with Matrix for FMLA.
- **What if I have enough sick and/or vacation, do I still need to file for FMLA?** Yes! If you are going to be out of work for 3 or more consecutive days, you are required to file a claim with Matrix for FMLA regardless if you have sick or vacation time to cover your time away from work. Your accrued sick and/or vacation time you use to cover your time out will provide you with income replacement not job protection.
- **Will my FMLA be paid?** FMLA is not a paid benefit on its own, only job protection. Non-exempt employees may use accrued vacation or sick time to cover lost wages. Exempt employees can use accrued sick time, and will be provided with up to 80 hours of salary continuation pay in a rolling 12-month period for leaves of absences related to the same health condition or purpose and supported by an appropriate medical certification from the relevant health care provider.
- **When do I need to file for FMLA?** If you are going to be out of work for 3 or more consecutive days, you will need to file a claim. You can file a claim for your leave up to 30 days prior to your leave start date. Please be sure to notify your supervisor of your upcoming leave.
- **How do I file for FMLA?** You can visit SharePoint >Total Rewards > Benefits > Other >Family & Medical leaves, and you will see the online form to complete. You can also contact Total Rewards directly at 925-560-9092 or reach out to your local branch HR for assistance.
<https://mystrongtie.com/hr/tr/benefits/other/leaves/SitePages/Home.aspx>
- **What happens once I file?** After the claim has been filed, Matrix will contact you and go over the required documentation that is needed in order to certify your claim. Once all documents have been received, Matrix will review them to either approve or deny your leave.
- **What if my claim is denied?** If your claim is denied, your job will not be protected and you will need to work with your supervisor to get their approval to be out on leave.