



# Improved Leave of Absence and Americans with Disabilities Act Services (ADA)

## Starting September 1, 2023

Bronson is improving the service you receive if you take a leave of absence or require assistance for accommodations for a disability.

At Bronson, we're always looking for ways to make your Total Rewards better. In response to employee feedback, we're making changes to improve your experience if you take a leave of absence or request disability accommodations. **Beginning September 1, 2023, Bronson will partner with Sedgwick to administer most leaves of absence and ADA requests.** This overview answers questions you may have about these changes.

### About Sedgwick

Sedgwick is a leading global provider of technology-enabled risk, benefits and integrated business solutions with 30,000+ colleagues in 80 countries. Sedgwick's purpose is similar to ours at Bronson—to take care of people.

### Why is Bronson making these changes?

The transition to a new administrator will improve the overall experience for employees on a leave of absence. We selected Sedgwick because it's a market-leading administrator for these types of services. This change aligns with our goal to make continual improvements to our Total Rewards so you have accessible, affordable coverage and the support you need through life's challenges.

### What is a leave of absence?

A leave of absence allows you to take time off from work for a period of time to take care of special circumstances in your life—most often to care for your or a loved one's health.

### Which leaves are changing on September 1, 2023?

Sedgwick will replace Sun Life as our administrator for:

- Parental (including maternity) leave
- Leave covered under the Family and Medical Leave Act (FMLA)
- Military service leave
- Short-term disability leave
- Non-Family and Medical Leave Act (FMLA)/Americans with Disabilities Act (ADA) Leave and ADA Accommodations not associated with a leave.

### What types of improvements will you see?

You'll see improvements to the overall employee experience, including:

- **Clearer communication.** We've heard that the communication to employees on leaves can be confusing. Sedgwick offers a much more efficient and customer friendly approach.

- **Dedicated Claims Manager.** When you contact Sedgwick, you will be assigned a Claims Manager to help you navigate your leave of absence with ease. This manager will walk you through the process and answer your questions along the way.
- **Support with your return-to-work plan.** Your Sedgwick Claims Manager will work with you and Bronson to plan your return-to-work timing and goals. If your health care provider gives you restrictions as a condition to return to work, your Claims Manager will also work with the Bronson Absence Management team and your manager on possible workplace accommodations.
- **Additional Assistance for Americans with Disabilities (ADA) services.** Sedgwick will assist you and your leaders in collaboration with the Bronson Absence Management team to streamline the process for possible workplace reasonable accommodations due to a disability under the Americans with Disabilities Act. Sedgwick will help obtain required documents as well as communicate with you throughout the process to help you successfully perform your job duties.

### What do I do if I want to take a leave?

**Beginning on September 1, 2023**, please take two actions:

1. Call Sedgwick at 855-577-6803 or visit [timeoff.sedgwick.com](http://timeoff.sedgwick.com) to initiate a new request for a leave of absence. Sedgwick's call hours are between 8:00 am and 6:00 pm EST, Monday through Friday.
2. Notify your manager that you applied for a leave of absence by email or in writing. Please include the type of leave (personal medical, family medical, maternity, military) and the proposed dates of the leave you're requesting. For privacy reasons, you do not need to share all the specific details about your personal situation with your manager.

### What if I'm in the middle of a leave or have applied for a future leave?

- FMLA or Non-FMLA/ADA leaves that are active with SunLife as of 9/1/23 will be transferred to Sedgwick automatically.
- For FMLA or Non-FMLA leaves that have already been initiated with SunLife that have a **start date after 9/1/23**, your leave will transfer to Sedgwick for administration, and you will not need to report a new leave to Sedgwick.
- If your leave is for short-term disability benefits with a start date *after 9/1/23*, it will be administered by Sedgwick. Sedgwick will require you to report your short-term disability request again after 9/1/23.
- For short-term disability claims with a start date *before 9/1/23*, those will continue to be administered by SunLife through closure.
- Current ADA non-leave workplace accommodations requests and discussions in progress will continue to be managed by HR and your leader. All new requests for workplace accommodations under the American with Disabilities Act as of 9/1/23 should be requested through Sedgwick.

### What should I do if I am a manager for an employee who is taking a leave of absence?

Your role is to make sure you have a plan in place to get the employee's work done during the leave. As far as the details of the leave, there's no action for you to take. You will receive periodic email updates about the status of your employee's leave. This process is staying the same. If you have questions, feel free to email the Bronson leave team at [HR.FMLA@bronsonhq.org](mailto:HR.FMLA@bronsonhq.org) or open a Workday Ticket.