

Next Steps – Continuous FMLA or ADA Leave

What you need to do after you've made a request for leave under the FMLA

- **Notify your leader of your need for time away in alignment with your department/unit call in procedures.**
- **Make Sedgwick your point of contact for all questions related to your absence(s).** If you have questions about your absence request or need to change your requested date, please call Sedgwick at [855.577.6803](tel:855.577.6803).
- **Timely provide completed documentation for your absence(s).** If you are required to provide a completed Medical Certification, immediately take it to your health care provider for completion or provide us with their fax number and we will send a copy on your behalf. If you have applied for STD benefits, the Medical Certification will be used to evaluate both your STD and absence claims, though you may need to provide additional information for your STD claim evaluation. Verify that the health care provider fully and accurately completes all fields on the Medical Certification Form. This can be faxed to Sedgwick at 888.436.9535 or can be e-mailed back to the Case Specific E-mail in which the Medical Certification from was received from.
 - **When we don't receive documentation for your leave of absence by the deadline,** we'll send a decision packet notifying you that your request has been denied. You can still submit paperwork after the deadline, but your request for FMLA leave may be delayed or denied, which could result in the application of your employer's attendance policy to your absences. In addition, your request for STD benefits may be denied if you fail to timely return the documentation.
- **Keep track of your FMLA usage and entitlement.** It is your responsibility to keep track of how much FMLA entitlement you have used in the last 12 months so that you know how much you have available. FMLA entitlement will show on Intermittent FMLA report after you have reported time to Sedgwick. Time off work that exceeds your FMLA entitlement may be subject to Bronson's attendance policy and result in disciplinary action.
- **While on your leave,** you do not need to call and report the time you're out, though you should let us know if your needs change. In addition, you may be required to provide periodic updates regarding your status and intention to work, and you must timely respond if we contact you.
- **Keep an eye out for your leave of absence decision notices** – This will be sent via email or postal mail depending on your preferences – and any notifications about your absence.
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- **Moonlighting while on absence:** You may not work for another employer or engaged in self-employment while on family or medical absence. Such outside employment is grounds for immediate termination.
- **For more information,** please refer to the Bronson's Family and Medical Leave Policy, located on the Bronson Intranet.

Short Term Disability

- **If you have applied for STD benefits for a mental health disorder** (i.e. stress, depression, etc.), you will be required to have the disability be certified by an appropriate mental healthcare provider such as a psychiatrist, psychologist, or certified mental health caseworker.
- **To use PTO:** You are required to use 2 weeks of Paid Time Off (PTO) during your waiting period. If you do not have sufficient

PTO, this time will be unpaid. The PTO for your elimination period must be inputted by you or your leadership.

If you would like to supplement your STD with PTO to receive 100% pay, please contact HR.FMLA@bronsonhg.org to make arrangements. PTO Supplement will be entered by HR Leave of Absence Team.

If your leave is because of your own health condition and your STD claim is approved, you will receive payment on your next scheduled regular biweekly check deposit, provided your waiting period has been satisfied and your STD approval occurs on/before end of day on the Friday before Bronson's pay week. The standard for receiving STD benefits is different than eligibility for FMLA leave. STD requires total disability and FMLA leave requires only a serious medical condition. Your STD claim is being evaluated by disability experts, and you will receive a separate communication regarding your STD claim status and your eligibility for income replacement benefits. In addition, you may be required to provide additional medical and other information to support your claim for STD benefits. If additional information is needed, we will let you know what specific information is needed in order to make a decision on your claim.

- **For more information on STD**, please refer to Bronson's System Short Term Disability (STD) policy located on the Bronson Intranet.

Returning To Work

- **Before your return to work**, you will be required to present proof of your certified Fitness for Duty/return to work note. If such certification is not received, your return to active employment may be delayed until certification is provided. Failure to timely return Fitness for Duty/return to work documentation will result in a delay of your return to work in the Bronson system.

Exempt Employees – Failure to notify Sedgwick or Bronson Leave of Absence Team about your return to work will result in missed pay. Payments outside of regularly scheduled check dates will not be issued.

- **If you are returning to work on a reduced schedule**, you must adhere to your approved reduced schedule. If you work more hours than what your provider has indicated on your return to work, it may result in you being overpaid STD benefits. If you are overpaid STD benefits at any point in your leave, you will be required to repay any overpayment.

- **If you are returning to work earlier than anticipated**, you must notify your Human Resources Department at least 2 days prior to your expected return date. Failure to notify your Human Resources Department may delay your return to active employment.

- **When your approved absence period ends, you will be expected to return to work.** Failure to return on or before the specified return date *without an approved extension* may result in discipline up to and including the termination of employment.

Benefits while on Leave

- **To maintain your health benefits**, you are required to pay your share of the premium payments for health insurance and other voluntary benefits on the same basis as during active employment. Your portion will continue to be deducted from your pay while using approved paid leave time. If your absence is unpaid, you must contact HR Benefits at HRBenefits@bronsonhg.org to make arrangements.

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