

## EMPLOYEE LEAVE PROCESS FOR FMLA AND SHORT-TERM DISABILITY

### Employee's Responsibilities:

1. Notify your HR Leader of need for upcoming leave.
  - a. Provide pertinent information to HR Leader including contact information and reason for leave of absence. Either HR Leader or Employee will request Leave of Absence on Benefits Website at <https://benefits.inotiv.com/reporting-a-leave-of-absence/>
  - b. You will need to report your absences through appropriate methods until your leave is approved.
2. Benefits Specialist will reach out to you within 1-3 business days to discuss claim submission process through Sun Life and options available to you. Here's what you can expect to be covered:
  - a. How to submit a claim and types of claims
  - b. What to expect during the leave process
  - c. Paid Time Off while on leave of absence \*
  - d. Benefit Premium Repayments \*\*
  - e. Reporting absences \*\*\*
  - f. Adding your new child to your benefits (if applicable)
  - g. Reporting return-to-work date and work restrictions, if any, to SunLife and Benefits Specialist.
3. Submit your request for leave through SunLife. SunLife is Inotiv's designated third-party leave provider who oversees employees' Leaves of Absence and short-term/long-term disability.
  - a. Visit [www.sunlife-ams.com](http://www.sunlife-ams.com) to begin.
  - b. Use Sunlife document titled **How to file your short-term disability or leave claim** (provided by Benefits team) for instructions on this process
  - c. The initial request is for FMLA (continuous or intermittent) and based on the information you enter, Sunlife will forward your request to the appropriate department (Short-Term Disability and/or ADA) if applicable. You will receive an email containing the additional documents required for this leave. **Please Note:** this process can take up to 5 business days.
4. SunLife will provide you a case number. Keep this case number safe and handy as you can use it to track and stay up-to-date with emails and alerts from SunLife.
5. If you're eligible for a state leave, you are also expected to file for FMLA with the state, so the two events run concurrently. The benefits team will provide instructions on applying for both the state leave and the leave with Sunlife. It is expected that the employee will apply for both leaves.
6. Submit any additional document requests from SunLife in a timely manner. You can expect the following:
  - a. Attending Physician's Statement
  - b. FMLA Rights and Responsibilities - information only, no signature needed
  - c. HIPAA – Employee's Authorizations for Release and Disclosure
  - d. Privacy Information Notice - information only, no signature needed
  - e. Direct Deposit Authorization - optional, use for STD/LTD payments
  - f. Third Party Authorization - optional, use for STD/LTD payments

## Leaves Process

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- g. For continuous leaves, prior to return to work, collect and submit to SunLife a release to work letter from your medical provider

**A Benefits Specialist can be contacted at [usbenefits@inotiv.com](mailto:usbenefits@inotiv.com) for questions regarding this process.**

SunLife determines eligibility and notifies you of claim status and your rights and responsibilities. SunLife will initiate ADA review if FMLA is denied or if you are out of FMLA protected time. Your Benefits Specialist will follow your case to ensure documents are submitted in a timely manner and update you of claim status.

**\*Paid Time** - If you are out on continuous or intermittent FMLA/ADA, you must use previously accrued paid time off for periods of time that you are not receiving STD pay. You will be allowed to save 24 hours for future use after you return to work from your leave. Once you have only 24 hours left, any time off remaining will be unpaid unless you choose to use all of your accrued time off. The Benefit Specialist will work with the Payroll Specialist to record your time off usage on your timecard. The Paid Parental Leave policy provides pay, so you do not use accrued time off while you are on this type of leave. Time off will not accrue while you are on a leave of absence.

**\*\*Benefit Premium Payment** – You are required to pay your portion of all benefit premiums while on leave or when you return. Your Benefits Specialist will discuss this process and inform you of your payback options. When you return to work, Workday is set up to automatically deduct any missed deductions (arrears) on a 1:1 repayment basis. This means that any missed payments will be taken at the same amount as your normal scheduled deduction. Example: Normal deduction for medical is \$80.23. Normal deduction is taken along with arrears amount of \$80.23 for a total of \$160.46. The Benefits team will communicate the total amount due upon your return to work. You can avoid the arrears repayment by making payments while on leave of absence by sending a check or money order to the benefits team. Instructions on payments will be provided while you are on leave.

**\*\*\*Reporting absences** – If you are on an intermittent leave, you are required to report each absence and all prescheduled appointments to Sun Life and your supervisor using your sites call in procedures. Most sites require employees to call no later than one hour prior to your scheduled shift and all call-ins must be a phone call – no text messages or emails. If you run out of PTO, Unpaid FMLA/ADA will be entered by your **HR Leader**.

Sun Life sends weekly Intermittent leave reports to Inotiv. This is compared to your leave report in our pay system. Any absence that falls outside of your approved claim must be substantiated by your medical provider. Recertification through Sun Life may be required if the increase in occurrences is ongoing. For salary employees who need to use less than 8 hours of intermittent FMLA in one day, please inform your Benefits Specialist.

If you are on an approved continuous FMLA/ADA, you will not need to call in and report your absences once the leave is approved.