

## Your Next Steps – Paid Parental Leave

### What you need to do after you've made a request

- **Make Sun Life Absence Management Services (AMS) your first point of contact for your absence.** If you have questions about your absence request or need to change your requested dates, live representatives are available to guide you through the absence process between the hours of 7:30 AM and 9:30 PM Central Time at 877-SUN-FMLA (877-786-3652). You can also email us at [absence@sunlife-ams.com](mailto:absence@sunlife-ams.com) and check the status of your absence and/or Short Term Disability (STD) request at any time by logging on to [www.sunlife-ams.com](http://www.sunlife-ams.com).
- **Submit necessary documentation for your absence.** If you are required to submit documentation for your absence, take the Medical Certification form to the 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 and faxes it to Sun Life AMS at 877-309-0218 within the certification period stated on your Request letter. Documentation to substantiate a leave, such as adoption papers or certificate of live birth, is required if you are not giving birth.
- **If you are going to be absent on a continuous basis,** the dates you requested are already in our system. You do not need to call and report the time you're out, though you should let us know if your needs change.
- **Keep an eye out for your leave of absence decision packet** – sent via email or postal mail depending on your preferences – and any notifications about your absence. If you have applied for STD benefits, you will receive separate communications about your STD claim status.
- **If you are returning to work earlier than anticipated,** you must notify your manager as soon as possible prior to your expected return date. Failure to notify your manager may delay your return to active employment.

### What you need to know after you've made a request

- **Each time we receive documentation for your absence,** you will receive a notification that we have the documentation. A decision packet will be sent via your preferred communication method within 48 hours of receipt of the documentation.
- **When we don't receive documentation for your leave of absence in time,** we'll send a reminder that your certification deadline is coming up and a decision packet once the deadline has passed. You can still submit paperwork after the deadline – we will process it according to your company's policy regarding late paperwork, which may result in your absence being delayed or denied.

### What you need to know after you've received a decision

- **If you need to change your absence dates,** you will receive an email or call two weeks before the end of your absence so that we can confirm you will be returning to work on time. You can simply reply to our outreach or contact us at any time to request an adjustment or extension.
- **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.
- **Moonlighting while on absence:** You may not work for another employer while on family or medical absence.

Such outside employment is grounds for immediate termination.

- **When returning to work**, provide a fitness-for-duty certification upon your return from continuous or reduced schedule leave for your own health condition. In order to be restored to your job, your physician needs to certify that you are fit to return to work using the Return-to-Work form provided by Sunlife. Have your physician complete the form, along with any restrictions, and then send the completed form to the Inotiv benefits team at [usbenefits@inotiv.com](mailto:usbenefits@inotiv.com)

## What you need to know about maintaining health benefits and receiving pay

- **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 Paid Parental Leave (PPL) pay. If your approved absence extends beyond the time allowed for PPL, you must contact your benefits department at [usbenefits@inotiv.com](mailto:usbenefits@inotiv.com) to make payment arrangements.
- **If you are on maternity or parental leave**, you will need to confirm your delivery or placement date so that we can adjust your absence dates if necessary. You will receive an email or automated phone call after your expected delivery or placement date. You can simply respond to that email or phone call to confirm your delivery or placement date. After confirming the date with Sunlife, send an email to [usbenefits@inotivco.com](mailto:usbenefits@inotivco.com) to notify benefits of your first day absent. This will ensure you are paid correctly while on leave.
- **If you are on maternity or parental leave and would like to add your child to your medical coverage**, please do so within thirty (30) days of the date of birth or placement of your child. Your child may not be covered under your medical benefits if you do not fill out the necessary paperwork within the first 30 days. If you have questions or concerns, please contact your benefits department at [usbenefits@inotiv.com](mailto:usbenefits@inotiv.com).
- **To receive state benefits**: If you work in a state that offers additional benefits, you may be entitled to benefits through the state. For more information, please refer to any applicable attached documentation.