

Your Guide to Personal Leave of Absence

How to Request a Personal Leave of Absence:

The Associate Must:

1. Complete the Personal Leave Request Form and submit to DM/Supervisor. This is required at least thirty (30) days in advance of a planned leave, such as childbirth or a planned surgery.

The DM/Supervisor Must:

1. Review request and if approved, submit Leave Request to the Leave of Absence Administrator by scan/email at leaves@mattressfirm.com or fax to (888) 882-5016.
2. Follow up with an email notification to leaves@mattressfirm.com on the *last day* the Associate reports to work to confirm the dates reflected on the leave request.
3. Follow up with an email notification to leaves@mfrm.com on the *first day* the Associate reports to work, after the Leave, to confirm they have actually returned.

****Note**** It is the DM/Supervisor's responsibility to immediately notify the Leave of Absence Administrator when an Associate has missed 3 or more days of work.

The Leave Administrator Must:

1. Place Associate on a Personal Leave of Absence in Ultipro and, if applicable, stop auto pay and PTO leave accruals.
2. Review PTO accruals and apply available PTO to the first 7 days of the leave of absence. After the first 7 days, the Administrator will either discontinue PTO payout, or continue to apply PTO until exhausted, based on the Associate's request.

****Note**** If the Associate does not indicate whether or not PTO should be applied **or** the Associate takes an unapproved Leave of Absence, PTO will automatically be applied until exhausted or until the Associate returns, whichever occurs first.

Returning From Personal Leave of Absence:

If Medical Leave:

1. The Associate must provide the Certification of Fitness for Duty form, filled out by the Physician, to the Leave of Absence Administrator. The form must be submitted by scanning/email to leaves@mattressfirm.com or faxed to (888) 882-5016, at least two (2) days before returning to work. **The Associate is not eligible to return until documentation is received and processed.**
2. If the Associate is released with restrictions, he/she must complete a Temporary Job Modification Request form and submit to the Leave of Absence Administrator. The Temporary Job Modification form can be requested through the Leave of Absence Administrator and can also be found at www.mattressfirmbenefits.com. The Leave of Absence Administrator will contact the DM/Supervisor to determine whether or not they can accommodate the requested job modifications.
 3. The Leave of Absence Administrator will notify the Associate of the approval/denial of the requested job modifications.
4. If the Associate is released without restrictions the DM/Supervisor will place the Associate on the work schedule and notify the Leave Administrator of the Associate's return from leave. **This must be reported on the actual date the Associate returns to work to ensure the Associate is paid properly.**

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Non-Medical Leave:

1. The DM/Supervisor will place the Associate on the work schedule and notify the Leave Administrator of the Associate's return from leave. This must be reported **on** the actual date the Associate returns to work to ensure the Associate is paid properly.

For Additional information regarding Personal Leave, please refer to the Associate Handbook.