

Personal Leave of Absence FAQ

1. What is a Personal Leave of Absence?

A Personal Leave of Absence is an unpaid, unprotected leave for Associates who require time off, for a maximum of thirty (30) days.

2. What is the eligibility requirement to take Personal Leave?

Employees are eligible to request an unpaid Personal Leave of Absence once per rolling twelve (12) month period. Requests for a Personal Leave is subject to DM/Supervisor and Leave of Absence Administrator approval. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

3. How much time does Personal Leave of Absence provide?

A Personal Leave of Absence provides up to a maximum of thirty (30) days of leave.

4. What is a “rolling” year?

A “rolling” year is when we look back from today’s date this year to today’s date last year.

5. Can I use Personal Leave for a medical condition such as the birth of a baby or surgery, if I do not qualify for FMLA?

Personal Leave is for up to thirty (30) days and can be used to multiple qualifying events, such as childbirth, surgery, planned vacations, etc. Associates that are unable to return after their thirty (30) day Personal Leave may be subject to termination. If the Associate is unable to return to work on the originally scheduled date, he/she must request an extension of the leave in writing and submit to the Leave of Absence Administrator.

6. What if the Leave of Absence Administrator denies my extension for Personal Leave of Absence?

If the leave is not extended the employee must return work on the scheduled date. If they are on Personal Leave due to a medical condition and have not been released by the Health Care Provider, they will be considered to have voluntarily resigned from his or her employment.

7. If I am on Personal Leave due to a medical condition, am I able to file a Short Term Disability (STD) Claim?

Short Term Disability is an employer paid benefit that is available through Sun Life Insurance Company. All Associates that are Benefits eligible are enrolled in STD. You may file an STD Claim and are eligible to receive applicable pay after a seven (7) day waiting period. An STD Claim may be filed using one of the following methods:

Group Plan Number 226189:

1. Online at www.sunlife.com/us
2. Phone by calling (800) 247-6875
3. Fax paper forms to (781) 304-5599. Forms can be found at www.sunlife.com/us.
4. Email scanned copy of forms to myclaimdocuments@sunlife.com

8. Am I expected to pay for my Benefits while on leave of absence?

If the Associate chooses to “opt in” and continue Benefit Coverage during their unpaid Leave of Absence, the Associate is responsible for submitting applicable premiums to the Benefits Office in order to keep their Benefits in effect while on FMLA.

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9. Can I choose to have my Benefit Coverage and Benefit Premiums stopped during my Leave of Absence?

An Associate may choose to have their Benefit Coverage and Benefit Premiums stopped during their Leave of Absence. Upon return, Benefit Coverage and Benefit Premiums will commence. If the associate chooses to continue Benefit Coverage and Benefit Premiums, but fail to make the required Benefit Premium payments, the amount owed will be deducted from the Associate's first pay check, upon return from Leave of Absence.

10. What are DM/Supervisors required to do if an Associate is absent for 3 or more consecutive work days?

DM/Supervisors should refer the Associate to the Leave of Absence Administrator, immediately. The Leave of Absence Administrator will designate the type of Leave of Absence, whether FMLA or Personal, and will coordinate the entire process.