

Your Guide to the Family and Medical Leave Act of 1993 (FMLA) *Related to Care of Family Member*

The Associate Must:

1. Complete the "FMLA Employee Statement" form and submit to Leave Administrator at leaves@mattressfirm.com or fax to (888) 882-5016. This is required at least thirty (30) days in advance of a planned leave, such as childbirth or a planned surgery.
2. Inform DM/Supervisor of intended leave via phone or email.
3. Print "Certification of Health Care for Family Member's Serious Health Condition" found in the FMLA Tool Kit.
4. Complete Section I and II; and the family member's Health Care Provider completes Section III.
5. Submit the form to the Leave Administrator by scanning to email at leaves@mattressfirm.com or fax to (888) 882-5016.

****Note**** The Certification of Health Care for Family Member's Serious Health Condition" is due within 15 days of receipt.

The DM/Supervisor Must:

1. Follow up with an email notification to leaves@mfrm.com on the *last day* the Associate reports to work to confirm the dates reflected on the leave request.
2. 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 calendar days.

The Leave Administrator Must:

1. Place Associate on a FMLA Leave in Ultipro and if applicable, stops auto-pay and PTO leave accruals
2. Since the Associate can choose to have his/her available PTO run concurrently with the Leave of Absence, the Administrator will review the available balance and apply PTO until exhausted, or until the Associate returns, whichever occurs first. This will be 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 FMLA Leave

1. Leave Administrator sends reminder email to DM/Supervisor of the Associate's return date.
2. DM/Supervisor notifies 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 FMLA, please refer to the Associate Handbook.