

FMLA Process & Information

What is the process to apply for leave for our employees? **The employee will call Unum and provide the information requested by Unum. If the employee has the voluntary short term disability product, Unum will determine if the employee will be eligible for the STD and FMLA. If the employee is eligible for the STD, the employee will not have to complete a medical certification. Unum will notify the employee within 48 hours the employee's eligibility status. Unum will also mail a packet to the employee with the required documents. Unum will adhere to the 15 day return of the med cert. If the med cert is not returned, Unum will send a letter to the employee to give 7 day extension. If the medical certification is not turned in, Unum will deny the leave. Employees will have 5 days to report an absence to Unum. Employees must call each day of an intermittent leave and on the first day of a continuous leave.**

How will the leaves be calculated? **Unum will use a rolling back calculation method. This means each time an employee takes FMLA the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. For example, if the employee has taken 8 weeks of leave in the preceding 12 months, an additional four weeks of leave could be taken. If the employee took a 12 week continuous leave the preceding year, that employee would be eligible again 12 months later for another 12 week continuous leave on the day and month the leave began the preceding year. For example, if the employee took a 12-week leave on March 1st 2009, the employee would not be eligible for leave again until March 1, 2010. This is a change from the calculation method used by EHS and all employees were notified of the change by a letter sent the last week of December by EHS.**

During this first year of transition, how will Unum know how much leave our employees have taken in the last 12 months? **Erlanger provided Unum with the historical leave data of all employees for the last 18 months.**

Will Unum manage our EHS 8-week leave, military and personal leaves? **No, the leaves will continue to be managed by Marion.**

Will Unum manage the military exigency leave and the leave granted to family members to care for an injured service member? **Yes, this leave for the families of service members is covered under FMLA and will be tracked by Unum.**

What are Unum's responsibilities in this process? **Unum will be responsible for providing all documentation to our employees to apply for FMLA, manage the leave and track the leave time. Unum will not be responsible for the pay for employees on leave, ensuring the employees call in properly, the discipline for non-compliant employees or the communication to employees when changes occur.**

How will the employees on OJI be managed? **Everything will remain the same except, employees on OJI will be required to report their time to Unum.**

What happens if the employee does not turn in the medical certification in a timely manner? **Unum will deny the leave.**

What is required of an employee returning to work? **There is a fit-for-duty form that must be completed by the employee's physician and returned to HR or the employee's supervisor. The manager is still required to send a PSN to return the employee from leave.**

Short Term Disability-Can employees apply for Short Term disability after today? **Employees who were not on a continuous leave during the enrollment time will have to wait until the next enrollment. Employees who were on a continuous leave at the time of our February open enrollment will have 31 days to enroll from the day the employee returns to work. These are the only employees who would be eligible to enroll before the next enrollment period.**