

Leave of Absence Program FAQ

Q: 1. What types of leave does Parkland offer?

- A:** FMLA: up to 12 weeks of job protection for eligible employees.:
- ADAAA (Reasonable Accommodation): Americans with Disabilities Act, Amendments Act is for those who have exhausted or do not meet FMLA eligibility.
 - Maternity: Reasonable accommodation for birth of child, lasting up to 6 weeks for expecting Mothers who have not yet met 1 year of service.
 - Personal: 12 weeks of unprotected leave offered at the discretion of the Employee's Department.
 - Educational: 1 year of unprotected leave from the first day out (or 2 years of unprotected leave for Medical Residents if participating in a non-Parkland paid research or fellowship program).
 - Military USERRA: Uniformed Services Employment and Reemployment Rights Act which offers 5 years of protected leave.

Q: 2. How does an Employee request extended time off?

- A:** Employees can call York directly to initiate a claim or they can register an account online at <http://timeoff.yorkrisk.com> and complete the online claim intake form

Q: 3. What if I do not call York?

- A:** If you do not contact York to report your qualified leave of absence, you may experience a delay or denial of your leave. Approval of PTO (Paid Time Off) does not initiate an approved leave.

Q: 4. Should I call my Supervisor if I am unexpectedly absent from my job

- A:** Yes, this is necessary. Anytime you are or expect to be absent from your job, you still need to call your supervisor so that your time off is properly accounted for and your department can make arrangements for your job duties.

Q: 5. Whose responsibility is it to ensure all paperwork is completed?

- A:** It is ultimately your (the employee's) responsibility to make sure the paperwork is completed by your healthcare provider and returned to York prior to the applicable deadline

LEAVE OF ABSENCE FOR MEDICAL REASONS

Q: 6. Who is eligible for FMLA?

- A:** All employees who have been employed at least 12 months and worked 1,250 hours within the preceding 12 months of the requested leave.

Q: 7. What are qualifying FMLA reasons?

- A:** Qualifying FMLA reasons are:
- Birth of child
 - Adoption and/or foster care
 - Care of a spouse, child or parent with a serious health condition
 - An employee's own serious health condition (including an injury on duty/workers' compensation)
 - Care of a spouse, child, parent or next of kin with a serious injury or illness incurred or exacerbated within 5 years of active duty in the Armed Forces (up to 26 weeks)
 - Qualifying exigency due to a spouse, child or parent on active duty in the Armed Forces or being deployed to a foreign country

Q: 8. What are the requirements to qualify for ADAAA?

- A:** Employees going on leave for their own serious health condition, may qualify for an ADAAA leave.

Q: 9. Can my family member request my Leave for me if I am unable?

- A:** Generally, you'll need to recertify your condition every six months unless the circumstances surrounding your need for leave change.

Q: 10. Why is a medical release important?

- A:** Signing the provided medical release will assist York in obtaining the necessary medical information from your provider to make a determination on a claim with little or no delay.

Q: 11. Who do I return the completed medical certification forms to?

- A:** Either you or your healthcare provider should return forms to York via email, mail or fax. Medical forms are not to be returned to the Office of Talent Management nor your supervisor.

LEAVE OF ABSENCE FOR NON-MEDICAL REASONS

Q: 13. What are the requirements to be eligible for a non-medical leave of absence?

A: FMLA eligibility/requirements are the same for leaves related to baby bonding/bonding time. Must have worked a minimum of 1 year to qualify for a personal leave (education leave is considered a personal leave). Military Leave is considered its own separate leave and FMLA, if time worked eligibility is met.

PAYMENT WHILE ON LEAVE OF ABSENCE

Q: 14. Paid Time Off

A: All Parkland employees are required to utilize Paid Time Off (PTO) while off work regardless of leave type of disability pay. Military leave is the only exception. If you are receiving disability pay, PTO will offset remainder of normal base pay. If PTO exhausts, it is possible time on leave will go unpaid.

DISABILITY

Q: 15. Disability

A: All FT and PTB employees qualify for our core disability plan, which has a 42 -calendar day elimination period and pays 50% of the Employee's pay. In order to qualify for disability, you must be out for your own serious health condition. Baby bonding/bonding time is not considered a serious health condition and will not receive disability pay

Processing Your Claim

Once you request a claim, you'll receive a packet of information to be completed and returned to York by the time specified. A York claim representative will evaluate your request once all documentation has been received.

Your claim representative will maintain contact with you throughout the process and can answer any questions you may have about your leave of absence.

Your claim representative will also follow up with the Office of Talent Management to ensure timely and accurate processing of your claim.

Ready to Return to Work?

If you're planning to return to work after a Leave of Absence, be sure to take the following steps:

1. Notify York
2. Notify supervisor
3. If medical, visit Occupational Health to submit return to work documentation

Have You...

- Notified your Supervisor about your upcoming leave of absence?
- Contacted York?
- Call 1.844.263.3117 or visit timeoff.yorkrisk.com.
- Set up your Employee Portal by visiting timeoff.yorkrisk.com?
- Sent the necessary documentation for your leave of absence to York?

Key Contact Information

York Phone Number: 1.844.263.3117

York Fax Number: 1.888.436.9535

York Hours of Operation - Available 24 hours, 7 days a week

Employee Portal: timeoff.yorkrisk.com

Parkland Shared Services: 469.419.3000

Parkland Occupational Health

5200 Harry Hines Boulevard

2nd Floor of Support Building

Hours of Operation 7:30am - 7pm M-F

*Questions? Contact Sedgwick at **844.263.3117**, or visit the Employee Portal at timeoff.sedgwick.com*