

FAMILY LEAVE

Frequently Asked Questions

If you need to take time away from work to care for a seriously ill family member, your Heritage employer provides you with up to four weeks of paid time off.

Do I qualify for the family leave benefit?

If you are a regular, full-time, benefits-eligible employee scheduled to work 30+ hours per week, you are eligible for this benefit.

Note: Union employees please contact your HR team or reference your collective bargaining agreement regarding eligibility.

When am I eligible to take this leave?

If approved, you are eligible for this benefit the first of the month following your date of hire.

A total of up to four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave or some combination of the two leave types.

Note: Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

When do I need to notify Employee Hub of my family leave of absence?

Please notify Employee Hub as soon as possible so they and your manager can plan for your absence.

What information do I need to provide regarding my leave of absence?

The following documentation is required to be considered for leave approval:

- Parental & Family Leave Request Form
- Medical Certification Form

To be eligible for job protection under the *Family Medical Leave Act (FMLA)*, you must be employed by a covered employer for a minimum of 12 months and worked a minimum of 1,250 hours during the prior 12-month period.

- If eligible, complete the *Certification of Health Care Provider for Family Member's Serious Health Condition under the FMLA* form.
- If you're not eligible for FMLA, complete the *Parental & Family Leave Certification Form*.

Employee Hub will review these requirements with you to determine the appropriate paperwork.

What is the family leave benefit and how is it paid?

Your Heritage employer provides you with up to four weeks of paid time off to care for a seriously ill family member. You will receive 100% of your current weekly base earnings (excluding overtime and shift differential).

The benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions and loans, apply to your payment. You will receive your payment using the same method as your regular paycheck.

May I take time off intermittently?

Yes, you can take this time in one-hour increments, up to 160 hours (4 weeks) for an approved leave.



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What is considered a serious illness?

A serious illness of a family member is defined as conditions that would qualify as a serious illness under the FMLA's [*Family Member's Serious Health Conditions*](#).

Who is considered an eligible family member?

Under federal law, family members are defined as your spouse, children, or parents. If you believe you have a qualifying circumstance, contact Employee Hub.

Can I take more than four weeks away from work to care for my loved one?

If your manager approves additional time off, you may use any accrued and unused paid time off (PTO) or vacation benefits available to you to bridge the gap in pay until you return to work. You can also apply for an *unpaid* leave of absence under the *Family and Medical Leave Act (FMLA)*. Contact Employee Hub for more information.

Will my current benefit elections remain active while I'm on leave?

Yes, your benefits are active while you are on leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.

Questions? If you need more help or have questions, you may always contact Employee Hub for further assistance via [email](#) or call 1-800-303-0408 (Monday – Friday, 8:00am – 5:00pm EST).



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