

## **Important Information About MRIGLOBAL's Family and Medical Leave Policy**

### **How is My FMLA Entitlement Calculated?**

If you are eligible and your leave qualifies, you have the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

### **What if I Need Additional Leave?**

If you need an extension of your leave, you should notify Unum. You will be required to provide additional certification of the serious health condition.

### **How Do I Notify Unum and My Supervisor of My Return to Work Plans?**

If you are able to return to work sooner than your current estimated return to work date, you should notify Unum and your supervisor as soon as practicable.

If your leave is for your own health condition, you **will** be required to present your employer with a fitness-for-duty certificate as a condition of being restored to employment.

If your leave request is for your own serious health condition and there is any need for additional accommodation, please contact your local Human Resources Department.

### **How Should I Report Intermittent Absences to Unum?**

If you have an intermittent leave, you must notify Unum **within 30 calendar days** each time you need to take intermittent leave. **Please also notify your supervisor.** Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be delayed/denied.

### **Do I Need to Use Vacation/Sick/PTO While on Leave?**

You **may** use **accrued PTO** during any otherwise unpaid FMLA and/or state leave unless otherwise mandated by state law.

Any paid time off used will be counted against your available leave under the FMLA and/or state leave law. Please contact **your payroll department** regarding how much paid time off you have available. If you do not meet the terms and conditions of your employer paid leave program for your leave, your entitlement to take unpaid FMLA will not be affected.

After you have exhausted your paid leave, the remainder of your leave will be without pay. If you are receiving workers' compensation or disability benefits, then you **may** use your accrued paid time off.

### **Will My Benefits Continue While I Am on Leave?**

#### ***Health Insurance:***

During your leave, your employer will continue to pay its portion of your group health insurance premiums and you must pay your share, if any, of the health insurance premiums.

- During paid leave, your share of the premiums will continue to be paid through payroll deductions.
- During unpaid leave, your employer will provide you with information regarding arrangements for payment of your share of the premiums. Please contact **benefits@mriglobal.org** for more information regarding payments for benefit continuation during your leave.

You have a 30-day grace period in which to make such premium payments. If you do not pay your share of the insurance premiums on a timely basis, your insurance coverage for yourself and/or your dependents may be terminated for the remainder of your leave.

#### ***Other Benefits (Life, Disability, etc.):***

Your employer **will** continue other benefits (e.g., life insurance, disability insurance, etc.) while you are on leave. If your employer pays your premiums for other benefits, when you return from leave you **may** be expected to reimburse your employer for your share of the payments made on your behalf. Please contact **your payroll department** for information regarding your **other benefits during your leave.**

### **Are There Other Types of Leave Available?**

For information regarding other types of leave possibly available through your employer, please contact **benefits@mriglobal.org.**