

Family Medical Leave

Family medical leave is administered by Guardian on behalf of the company. Employee FMLA requests will be approved and administered by Guardian to protect your benefits and ensure that qualified claims are filed.

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for Electric Thermal Solutions for at least one year and for 1,250 hours over the previous 12 months.

Reasons for Leave Under The FMLA

Unpaid leave may be granted for any of the following reasons:

- ▶ To care for your child after birth, or placement for adoption or foster care;
- ▶ To care for your spouse, son, daughter, or parent who has a serious health condition;
- ▶ For a serious health condition that makes you unable to perform your job
- ▶ Leave for “Qualifying Exigency”—would cover an employee or an employee’s spouse, child or parent, who has received a call to support a qualifying Military operation
- ▶ Leave to care for an injured service member: the spouse, child, parent, or “next of kin” (defined as the “nearest blood relative”) of a covered service member is entitled to leave, to care for the covered service member

Job Benefits and Protection

- ▶ For the duration of FMLA leave, Electric Thermal Solutions must maintain your health coverage under any “group health plan” on the same terms as if the employee had continued to work.
- ▶ Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- ▶ The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.



How Do I Request Leave Under the FMLA?

Contact Guardian by calling **888.889.2953** or log on to <https://g00056068.glicleavepro.com>

- ▶ Your information will be verified by a Benefit Specialist who will initiate the family medical leave process and answer any questions you may have.
- ▶ You will be notified of the status of your FMLA claim once it has been processed.
- ▶ Contact your Supervisor or Human Resources to report your absence according to site time off request guidelines. (See Employee Handbook).

Advance Notice and Medication Certification

You may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met:

- ▶ Generally you must provide 30 days advance notice when the leave is foreseeable.
- ▶ Electric Thermal Solutions may require medical certification to support a request for leave due to a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness-for-duty report to return to work.

888.889.2953

<https://g00056068.glicleavepro.com>

