

## **601 Family and Medical Leave**

**Effective Date: 1/1/2005**

**Under the Family Medical Leave Act an employee is eligible for benefits if there are 50 or more employees employed by the employer within a 75-mile radius. At the time of printing, FMC does not employ 50 or more employees within a 75-mile radius of any of its work sites.**

## **605 Military Leave**

**Effective Date: 9/1/1998**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Director for more information or questions about military leave.

## **606 Non-FMLA Medical Leave**

**Effective 1/1/2020**

An employee may ask for a medical leave-of-absence in the cases of planned or unexpected medical events that will require an absence from work for an extended period of. The employee should make every effort to request a leave as soon as is practicable upon learning of the medical event. The employee must request the leave-of-absence in writing and include: the beginning date and estimated end date of the absence. Every effort will be made to accommodate each request, however business demands and staffing levels may result in a partial or entire denial of the request.

## **Flynn Management Corporation Employee Handbook**

Employees who take an extended leave-of-absence will have their anniversary date pushed back by an amount of time equivalent to the leave; therefore, the employee's annual review and PTO accrual will be delayed.

If an employee takes an approved leave of absence, they must exhaust any unused PTO time while away. An employee must also continue to cover their share of any benefit premiums while away from work. Failure to provide premium payment will result in the loss of coverage for the affected plan(s).