

Leaves of Absence

The company will grant leave of absence to “eligible employees” in accordance with the Family and Medical Leave Act (FMLA).

Family Medical Leave Act (FMLA)

Eligible employees of a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons.

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within one year of the child’s birth or placement).
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition.
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job.

Unpaid Personal Leave of Absence

Employees who do not meet the eligibility requirements for FMLA may qualify for an Unpaid Personal Leave of Absence. You may request an Unpaid Personal Leave of Absence for the reasons listed above.

To be considered for a Personal/General Unpaid Leave of Absence, please submit a request in writing; email is acceptable. Your request should include the reason for the leave, the length of leave requested, and the expected return-to-work date.

Short-Term Disability

The company offers short-term disability benefits to employees who give birth for up to 6-8 weeks.

The company pays 100% of the premium for this benefit, which is offered to benefit-eligible employees and designed to replace a portion of your paycheck. There is a 14-day waiting period before Short-Term Disability benefits kick in. During this time, you can use your available PTO to cover all or part of the waiting period. If you do not have available PTO, the time will be unpaid. On the 15th day after your Leave begins, STD benefits start. Short-term Disability pays 60% of your weekly salary and is paid on regularly scheduled pay dates.