

Important Information and Next Steps Relating to your Leave of Absence

Once Your Leave is approved

If your leave is approved under FMLA and/or applicable state leave(s), you will have certain rights and obligations in addition to the information provided in the preceding letter and other enclosures. **Please read this information carefully to be familiar with next steps and your obligations.**

1. Notification of need for time off: You must notify us of any absences taken under the leave. Such notice must be (a) given 30 days in advance or, if 30 days is not possible, then as soon as practicable if the need for leave is foreseeable; or (b) if the need for leave was not foreseeable, within 2 business days after the absence in accordance with usual absence reporting requirements. Failure to provide the specified notice may result in a delay or denial of your leave.
2. Reporting during leave: You will be required to report periodically during your leave regarding your status and your intent to return to work.
3. Reporting procedures: Normal company policies regarding reporting absences, providing status reports, providing notice of early return to work, and the like will apply, unless special circumstances make this impossible or impracticable. In such case, you will be expected to report regarding your absence or your status as soon as practicable after the usual deadline. This includes timing of reporting unless otherwise specifically designated for your leave, method of reporting (e.g., verbal or written) and the person(s) to whom you must report.
4. Increase or change in leave times: If, following your initial request, you require a leave extension or more frequent intermittent or reduced schedule leave, it is your responsibility to notify us as follows:
 - Continuous leave: prior to the last authorized leave date if you are on a continuous leave; or
 - Intermittent or reduced schedule leave: As soon as practicable, no later than two business days if you are on intermittent or reduced schedule leave.

In either circumstance, additional information or certification may be required to support the increase or change in leave.

5. Early return to work: If the circumstances of your leave change and you are able to return to work earlier than the date indicated on your leave approval, you will be required to notify us in advance. Notification must be provided within two work days after the change in circumstance is known, and no later than two work days prior to the date you intend to report to work.
6. Counting of absences against leave benefits: All absences will be applied and counted concurrently toward your other applicable leave benefits to the extent permitted by law.
7. Leave year calculation method: Your leave is tracked against a 12-month period measured backward from the date you first took leave under FMLA and, if permitted by applicable law, under your state leave.

8. Use of paid time off during approved leave: Pursuant to company policy and if permitted under applicable federal, or state laws, any unused paid time off (vacation, sick leave, personal time off, etc.) must be used simultaneously with your leave. The remainder of your leave will then be taken as unpaid leave. Use of paid time off does not extend your leave period entitlement under applicable leave laws, but provides you with pay benefits to the extent you are entitled to them under company policies.
9. Job protection: As long as your absences are pursuant to approved FMLA and/or state leave law, your job is protected and you will be reinstated at the end of your leave to the same or an equivalent position, except as limited by law. If you are considered a “key employee” as defined by the FMLA and/or state law, you will be notified and provided additional information separately.
10. Health care benefits: As long as your absences are pursuant to approved FMLA and/or state leave law, your health care benefits will be maintained under the same conditions as if you continued to work. You will be responsible for your usual contribution for these benefits. Please contact The Human Resource Department at 240-764-2649 to make arrangements to continue to pay your share of the premiums while you are on leave. All payments are due by the end of the month. If payment is not made within the timeframe specified your group health insurance may be canceled, provided we notify you in writing at least 15 days prior to the lapse date of your coverage. Payments should be mailed to the following address: **Volunteers of America Chesapeake, attention Human Resources, 7901 Annapolis Road, Lanham, Md 20706**. At Company’s option it may pay your share of the premiums during your leave and recover these payments from you upon your return to work or otherwise following your leave. If you fail to return to work following your leave, you may be liable for payment of any health insurance premiums paid by Company during your leave.
11. Fitness-for-duty certification:
 - Continuous leave: If you are on continuous leave due to your own Serious Health Condition, you will be required to provide a Fitness for Duty certificate from your health care provider with regard to your particular health condition. Failure to provide this certification may delay restoration to your job. The certification must state that you are able to resume work. Additionally, the certification must address your ability to perform the essential functions of your job.
 - Intermittent or reduced schedule leave: If you are on intermittent or reduced schedule leave, you may be required to provide a fitness-for-duty certification not more often than once every 30 days, and only if Volunteers of America Chesapeake has a reasonable safety concern, because of your serious health condition, about your ability to perform your position without harm to yourself or others.