

EMPLOYEE FMLA PROCESS

OPENING AN FMLA CLAIM

1. Call MetLife at [\(877\)-597-7918](tel:877-597-7918)
2. Tell MetLife you need to file an FMLA claim and the reason for the claim (e.g. personal medical condition/maternity, care of spouse, care of family member, or child bonding).
 - a. You will be issued a claim number once the call has been completed. Be sure to keep your claim number as it will be necessary when reporting absences.
3. MetLife will do research to ensure you meet the **basic requirements** for FMLA:
 - a. You have worked for at least 12 months with Textron in the past 7 years.
 - b. You have worked 1,250 hours with Textron in the most recent 12 months.
4. MetLife will send a Health Care Provider Certification (HCPC) form to you or your health care provider.
5. You must ensure your health care provider completes the HCPC within MetLife's deadline.
6. MetLife will review the HCPC within 5 days to approve or deny your claim.
 - a. MetLife may request additional information if necessary. The determination cannot be made until all necessary information is received.
7. MetLife will notify you via phone *and* mail once a determination has been made.
8. MetLife will email your supervisor with approval/denial information of your claim.
9. In the event your doctor does not release you to return to work within the time frame your original HCPC noted:
 - a. You must contact MetLife to request additional paperwork to extend your leave.
 - b. MetLife will provide you forms via mail (not electronically).
 - c. You must complete and return the forms to MetLife within the provided timeline.

GUIDELINES FOR INTERMITTENT & CONTINUOUS ABSENCES

INTERMITTENT- LEAVE TAKEN IN SEPARATE BLOCKS OF TIME, UP TO BUT NOT EXCEEDING 40 HOURS

You must report each intermittent absence to:

1. Your supervisor within 30 minutes of the start of your scheduled shift.
2. MetLife by the end of your scheduled shift

Bargained and Salary Non-Exempt employees must use PSL, if available, for each intermittent absence.

CONTINUOUS- LEAVE TAKEN IN A SINGLE BLOCK OF TIME FOR AT LEAST 40 HOURS OR MORE

Reporting absences *prior to approval* of your claim:

- If your claim decision is pending, you must report each day's absence to your supervisor within 30 minutes of the start of your scheduled shift.

Reporting absences *after approval* of your claim:

- Once your claim has been approved, you may report once to inform your supervisor of your expected return to work date.

Bargained and Salary Non-Exempt employees must use PSL, if available, for the first 40 hours of a continuous leave.

For questions: contact the Employee Service Center at (316) 517-5252 ext. 5

NOTICE: The summary provided in this document is intended for informational purposes only to provide a high-level overview of the process. In the event the content of this document conflicts with or is inconsistent with the policy, the provisions of the policy will govern.

RETURNING TO WORK FROM A CONTINUOUS ABSENCE

1. When your health care provider determines you can return to work, a written release must be faxed to Health Services *prior* to your return to work at (316)-517-8063. The release must include:
 - a. The date of your return
 - b. Whether your return is **with no restrictions** or **with restrictions/modifications**
 - i. Restricted/modified duty must include the expected timeline of duty.
2. You must schedule an appointment with Health Services *prior* to the start of your first shift.
3. If cleared through Health Services, they will provide you a pink return to work form that you must give to your supervisor.

NOTE: All restrictions/modifications will be taken into consideration. We will work with you, your department leadership, safety, and other involved parties to the best of our ability in efforts to accommodate you.

FINANCIAL PROTECTION INFORMATION

BARGAINED & SALARY NON-EXEMPT EMPLOYEES

Bargained and Salary Non-Exempt employees are eligible to receive Short Term Disability (STD) *with approved medical documentation*.

- STD is available for those on a continuous leave for a **personal medical illness**.
- Company funded STD pays 50% of your base salary, up to a maximum of \$450 per week, for up to 13 weeks.
- There is a one week waiting period before you are eligible to receive STD.
 - One exception is maternity leave; Textron pays your salary for the first week
- Employee must elect voluntary LTD during benefits enrollment to receive 60% of base salary, up to a maximum of \$1500 per month, beginning at week 14.

Leave for **care of a family member** is unpaid, but you may use vacation/PSL if available.

SALARY EXEMPT EMPLOYEES

Salary Exempt employees are eligible to receive salary continuation, *with approved medical documentation*.

- Salary continuation is available for those on leave for a **personal medical illness**.
- Pays 100% of salary for up to 13 weeks
- Pays 60% of salary for weeks 14-26

Leave for **care of a family member** is unpaid, but you may use vacation if available.

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