

## IMPORTANT INFORMATION FROM Barry-Wehmiller Companies, Inc.

### Overview

- Barry-Wehmiller Companies partners with Sun Life Absence Management Solutions to manage employee leaves of absence and to manage accommodations that you may need because of your own medical condition.
- Any eligible leave of absence will run concurrently, where permitted by law, and may include Federal, State, local, or company-specific leaves.

### FMLA Leave allotment and Other Job protection Leave

Your leave request will be evaluated for eligibility under the Family and Medical Leave Act (FMLA) and other Statutory Leave.

- Eligible employees are entitled to unpaid job-protected leave for covered leave reasons for a maximum of up to 12 weeks in a rolling 52-week rolling period measured backwards from the day the eligible employee takes leave.
- Unpaid job-protected leave for Care of a Covered Servicemember is available for up to 26 weeks in a 52-week rolling period measured forward from the day you take leave for this reason.

### Leave as an Accommodations/Other Accommodations

- If you need leave because of your own serious health condition, pregnancy, childbirth or related medical condition and you are not eligible for – or have exhausted – leave under the FMLA or other statutory or company leave, Sun Life will assist Barry-Wehmiller Companies in evaluating your leave request as an accommodation. Therefore, if you receive a notice that you have exhausted your FMLA or you are not eligible for FMLA, please bear in mind that if your leave request is because of your own medical condition, pregnancy, childbirth or related medical condition, Barry-Wehmiller Companies will evaluate the request as an accommodation.
- In addition, if you need an accommodation to help you continue or return to work, you should submit that request to Sun Life and Barry-Wehmiller Companies will also evaluate this request.

## ACTIONABLE STEPS: REPORTING LEAVE

### Procedure for reporting initial leave

- You must submit your request for leave to Sun Life within 7 calendar days of the first day of absence.
- For foreseeable leave (such as birth, adoption, or scheduled medical treatment), you must submit your request at least 30 days in advance of the start date.
- Failure to report within the required timeframe without extenuating circumstances may result in a delay in processing or denial of a portion of your claim. Advise Sun Life of any extenuating circumstances when you file the request.

### Attendance and Reporting Procedures

- You do not need to enter your leave time directly in Workday; it is tracked automatically through Sun Life's integration with Workday.
- **Absence Call-In Requirements:** For any absence (continuous or intermittent), you must follow both internal and external reporting procedures as well as your local call in procedures:
  1. **Internal Notification:** Notify your Leader or Divisional People Partner as soon as practicable. This is mandatory for all initial continuous absences not yet designated by Sun Life, and for every intermittent absence.

2. **External Reporting (Sun Life):** You must report your absence to Sun Life within 7 calendar days of the initial absence.

- Failure to follow these call-in procedures may result in disciplinary action up to and including termination of employment. If you need information, contact the BW Wellbeing Team (see Contact Information at the end of this document).

#### **Intermittent leave for increment and use of intermittent leave for bonding**

- Intermittent leave is tracked in (1) day increments. This is the smallest unit of time used for accounting.
- Requires 30 days' advance notice.

### **FINANCIALS, BENEFITS, AND PAID LEAVE**

#### **Short-Term Disability paid benefits**

- Your leave for your own serious health condition will be evaluated for paid benefits under your Company's Short-Term Disability (STD) program.
- STD requires meeting the definition of disability, a higher standard than required for leave, meaning your leave decision may precede your STD claim decision.
- The STD program includes an Elimination Period (waiting period) that is waived once the team member has fulfilled 8 calendar days of absence.
- Be aware that if you are eligible for Statutory Paid Leave benefits or receive other income, your Company Paid leave may be reduced (or "offset").

#### **Company Paid Parental and Adoption Leave**

- The Company provides paid benefits for eligible team members following the birth or adoption of a child.
- This company-paid benefit will run concurrently with FMLA or other statutory leaves, as applicable.
- Your eligibility and specific benefit details will be included in your leave determination notice from Sun Life.
- If applicable and approved, use of Company Paid Parental Leave cannot commence until released from disability.
- Be aware that if you are eligible for Statutory Paid Leave benefits or receive other income, your Company Paid leave may be reduced (or "offset").

#### **Use of Paid Time Off (PTO)**

- You may use available PTO when out on unpaid leave, to supplement your pay during a reduction in Company paid leave benefits or to pay for medical premiums while on leave.
- To initiate this request or confirm your balance, please contact the BW Wellbeing Team.

#### **Special rules for Workers' Compensation claims**

- If you are unable to work because of a work-related injury, you will not be eligible for STD benefits but may be eligible to receive workers' compensation.
  - While on an approved workers' compensation leave, available FMLA and/or State Statutory leave time will be applied in conjunction with the work-related leave.
  - **Claim Administrator Contact:** Our third-party Workers' Compensation administrator is **ESIS**. Please call **800-233-8931** to report a claim or for inquiries.
  - **Special State Note:** For team members residing in Ohio, Washington, Wyoming, or North Dakota, the state administers Workers' Compensation through a mandatory state fund. Please see your People Partner for specific state filing instructions.

### **Benefit Continuation During Leave**

- To maintain your health and other voluntary benefits while on leave, you must continue paying your team member contributions as if you were actively working.
- If you are receiving pay during leave, contributions will be automatically deducted from your pay. If your pay is not sufficient to cover your share of premium costs, immediately contact the BW Wellbeing Team regarding payment options to avoid laps in coverage.
- If you do not return to work for a non-protected reason, you may be required to reimburse the Company for its share of health insurance premiums paid on your behalf.
- For further information, please contact the BW Wellbeing Team.

### **New Child Enrollment (Qualifying Life Event)**

- The birth or adoption of a child constitutes a Qualifying Life Event (QLE) that allows for a special enrollment period. To enroll your child in medical coverage or purchase dependent life insurance, you must complete the required enrollment process within 30 DAYS of the event date. Otherwise, your child will not be covered.
- For enrollment support or questions regarding this Qualifying Life Event, please contact the BW Wellbeing Team.

### **State statutory paid benefits (disability/paid medical leave and paid family leave)**

#### **To receive state disability or statutory paid medical leave benefits:**

- If you work in a state that has a statutory disability or paid family and/or medical leave benefits, and Sun Life is the administrator of the statutory plan, no further action is needed.
- If you work in a state that has statutory disability or paid family and/or medical leave benefits that Sun Life does not administer, please follow the instructions set forth below, as applicable. It is important to know that state paid benefits may have a waiting period before benefits are paid.

#### **State-by-state contact information regarding statutory benefits**

- ❖ **California:** Contact the CA State Employment Development Department. Instructions on how to file a California State Disability or Paid Family Leave claim with the state can be found at <https://edd.ca.gov/>.
- ❖ **Connecticut:** If ER uses state plan or a different administrator, include: [Instructions on how to file a claim for Connecticut paid family and medical leave benefits with the state can be found at <https://ctpaidleave.org/>.]
- ❖ **Delaware:** If ER uses state plan or a different administrator, include: [Instructions on how to file a claim for Delaware Family and Medical Leave benefits with the state can be found at <https://labor.delaware.gov/>.]
- ❖ **Hawaii:** If ER uses state plan or a different administrator, include: [Instructions on how to file a claim for Hawaii Temporary Disability Insurance with the state can be found at <https://labor.hawaii.gov/dcd/contact/1-2/>.]
- ❖ **New Jersey:** If ER uses state plan or a different administrator, include: [Instructions on how to file a claim with the New Jersey Department of Labor and Workforce Development for either temporary disability benefits or paid family leave benefits can be found at <https://www.myleavebenefits.nj.gov/worker/tdi/>.]
- ❖ **Rhode Island:** Instructions on how to file a claim for Rhode Island statutory disability or paid family leave benefits can be found <https://dlt.ri.gov/tdi/>.

- ❖ **Washington, D.C.:** Instructions on how to apply for statutory paid medical leave, paid parental or paid family benefits in D.C. can be found at <https://dcpaidfamilyleave.dc.gov/>.

## RETURN TO WORK & POLICY VIOLATIONS

### Return to work

- During your leave, you must update Sun Life and your Divisional People Team for any changes regarding your intent to return to work as early as the updates are available.
- You should confirm your return to work date with or without restrictions with your Divisional People Team no later than (3) calendar days before the scheduled return date.
- If you need an extension of your leave, you should notify Sun Life. You may be required to provide additional certification.

### Fitness for Duty

- Before you return to work from leave for your own serious health condition, your health care provider will be required to complete a Fitness for Duty certification. Please return this certification to your Divisional People Team. If such certification is not received, your return to active employment will be delayed until certification is provided.

### Failure to return to work

- If you do not return to work at the end of your leave (and have not submitted valid information to extend the leave), your employment may be terminated.

### Exhaustion of leave entitlement

- If you do not return to work after exhausting an approved job-protected leave, your employer may seek to fill your job position.
- If you remain out of work on a leave that has been approved by your employer in writing, and if your job position has been filled by the time that you are able to return to work, you may be eligible then to apply for any open positions.
- If, at the end of your approved leave, you do not return to a job position with your employer, your employment may be terminated.

### Reductions in-force clause

- If you return to work within the FMLA or other job-protected leave period, you will be entitled to return to the same job or an equivalent position offering equivalent pay, benefits and working conditions.
- However, you have no greater right to reinstatement or other benefits than if you had been continuously employed during the FMLA leave period. For example, if your job is impacted by a reduction-in-force, you will not be entitled to reinstatement.

### Moonlighting

- You may not work for another Company while on leave. Such outside employment is grounds for immediate termination.

### False statement

- Any false answers or statements that you knowingly make in connection with your application for leave will be sufficient grounds for disciplinary action up to termination of your employment.

## ADDITIONAL SUPPORT

### **Employee Assistance Program (EAP) - SupportLinc**

Take care of yourself and your family with the SupportLinc Employee Assistance Program (EAP), available 24/7. This free, voluntary, and confidential resource offers immediate counseling and support for any life challenge you face, whether you are on leave or actively working. Access professional help anytime by visiting [www.supportlinc.com](http://www.supportlinc.com) and using the code **barrywehmiller**.

### **Hearts to Hand Relief Fund**

The Hearts to Hands Relief Fund is a company charity providing financial grants to team members experiencing extreme financial hardship due to unforeseen personal crises or disasters. Access information and the application at [bw.care/heartstohands](http://bw.care/heartstohands).

### **BW Wellbeing Team Contact Information**

Central Internal Oversight for All Leaves and Policy Guidance

**Email:** [bwwellbeing@barry-wehmiller.com](mailto:bwwellbeing@barry-wehmiller.com)

**Internal FAQ/Support:** [BW.Care/people>Benefits Help](#)

**External Documents:** [www.bwwellbeing.com](http://www.bwwellbeing.com)>BW Benefits-US

**Phone:** (314) 230-7355

### **External Leave Administrator Contact - Sun Life**

Sun Life offers secure access to online resources and tools to help you better understand and manage your benefits. You can report an absence or track the status of an existing absence.

- **Online Resource:** Visit [www.sunlife.com/account](http://www.sunlife.com/account)
- **Phone (Toll-Free):** 833-576-5455