



BOG BREAK: YOUR LEAVE OF ABSENCE GUIDE

Ocean Spray®

www.oceanspraybenefits.com
fitforlifebenefits@oceanspray.com



Ocean Spray

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BUILDING
• THE •
**NEXT
WAVE**





WELCOME!



At Ocean Spray, our commitment to team member well-being is at the heart of everything we do. We understand that life is dynamic, and wellness isn't one-size-fits-all. That is why we offer a variety of leave options to support you during life's pivotal moments.

Whether you're welcoming a new child, caring for a loved one, or focusing on your health, this guide is here to support you in understanding your leave options. It's designed to help you feel confident in taking the time you need away from work, while also clarifying your responsibilities during the leave process—and how your manager and the company work together with the leave administrator to support you.

If you have questions at any point in your leave journey, support is just a call or click away:

- **The Hartford (Leave Administrator):** 1-888-301-5615, Monday – Friday, 8:00 AM–9:00 PM ET or online at: <https://abilityadvantage.thehartford.com>
 - **Ocean Spray Benefits Team:** fitforlifebenefits@oceanspray.com
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Legal Disclaimer: The information provided in this guide is intended solely as general information and support and should not be construed as legal advice or a legally binding interpretation. In the event of any discrepancies or questions regarding rights, responsibilities, or procedures in this guide, the operative document (whether an official policy, plan document, or collective bargaining agreement) shall serve as the final authority and take precedence.

TYPES OF LEAVE

Team Members may request a leave of absence for various reasons, including non-work-related injury or illness, caring for a sick family member, or the birth or adoption of a child. The amount of leave available depends on the type of leave. Refer to the chart below for details.*

Type of Leave	Reason for Leave	Eligibility	Duration	Pay	Job Protection
Family and Medical Leave (FMLA)	Birth/adoption, serious health condition (self or family), military family needs	Team members with 12 months of service and 1,250 hours worked in the past year	Up to 12 weeks (or 26 weeks for military caregiver leave) in a rolling 12-month period	Unpaid (may run concurrently with paid leave like STD or Family Care Leave)	Yes
Short-Term Disability (STD)	Non-work-related illness or injury	Regular full-time salaried or hourly team members. Middleboro Union team members are eligible after 1 year of employment	Up to 180 days.	Subject to a 7-day waiting period unless it's a first day hospitalization. 8 weeks at 100%, then 60% of base pay. Middleboro Union team members receive \$350/week	Yes; runs concurrently with FMLA, if eligible
Long-Term Disability (LTD)*	Extended, non-work-related illness or injury	Regular full-time salaried or hourly team members after 180 days of continuous disability*	Varies by age at disability onset	Subject to 180 day waiting period. 60% of base monthly earnings Middleboro Union team members not eligible	Reinstatement efforts made within 12 months
Ocean Spray Family Care Leave (FCL)*	Baby bonding or caring for a child, spouse, or parent with a serious health condition	Regular, full-time non-union U.S. team members with 12 months of service and 1,250 hours worked**	Up to 4 weeks per rolling calendar year	4 weeks at 100% base pay	Yes; runs concurrently with FMLA, if eligible
Personal Leave of Absence	Critical personal matters not covered by other leave policies or legal entitlements	Regular full-time and part-time team members with at least 90 days of service	Up to 4 weeks; extensions may be granted at the discretion of HR	Unpaid; must exhaust all paid time off (vacation, holidays) before requesting an unpaid, personal LOA	Every effort will be made to return the team member to the same or similar position, based on business needs

*Middleboro Union and Markham Union not eligible for Long-Term Disability

**Middleboro Union, Kenosha Union and Markham Union are not eligible for OSC Family Care Leave

***Other leaves are available such as Military Leave, Civic Obligations and Domestic Violence Leave. Refer to pg. 19

HOW LEAVE BENEFITS WORK TOGETHER

Please use this chart as a visual reference to help understand leave timelines. Additional information about each leave type and eligibility requirements can be found throughout this guide.

Did You Know? Many leave programs run concurrently, not consecutively. Taking one type of leave may count toward multiple leave entitlements at the same time.

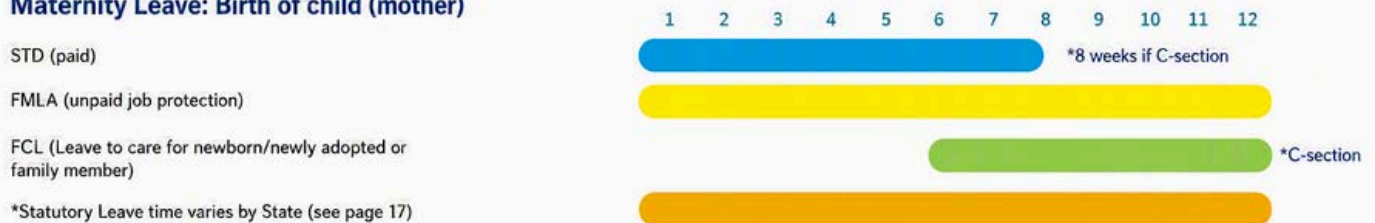
Leave Programs Timeline

Benefits & Wellness

Medical Leave: Own illness or non-work related injury



Maternity Leave: Birth of child (mother)



FCL (Family Care Leave): Leave to care for newborn/newly adopted or family member



STD

FMLA

FCL

Statutory Leave

Important!

Eligibility requirements apply to
FMLA, STD, State Leaves and
Ocean Spray Family Care
Leave

PREPARING FOR LEAVE

Before you take a leave of absence, or support a team member who is, it's important for both team members and managers to plan ahead to ensure a smooth and successful transition. Thoughtful preparation helps clarify who will take on key responsibilities during the absence and ensures continuity for the team. Developing and communicating a clear coverage plan allows everyone to understand what to expect. Make sure there is enough time for knowledge transfer, so team members stepping in feel confident and prepared to support ongoing work.

Team Member Actions

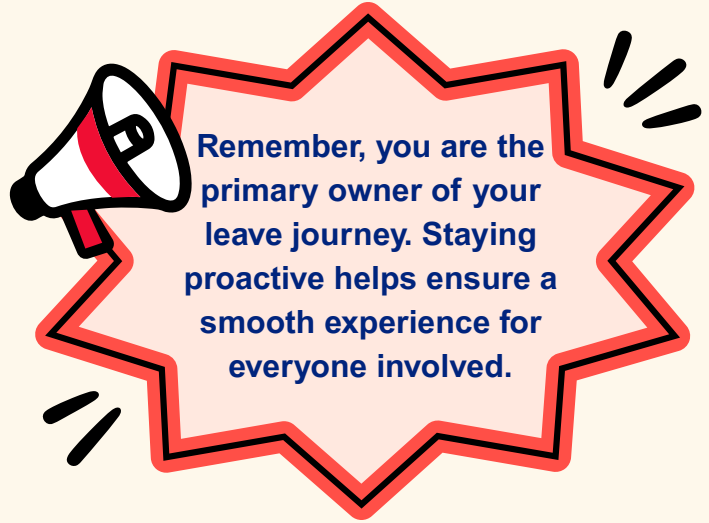
- When you know you will be taking a leave of absence for any reason, you will need to talk with your manager and the Benefits Team.
- Submit your leave request through our disability carrier, The Hartford.
 - **Call:** 1-888-301-5615, Monday - Friday 8:00am to 9:00pm ET
 - **Online:** <https://abilityadvantage.thehartford.com>
- Make sure you have the following information handy:
 - Name, address, and other key identification information.
 - Name of your department and last full day of active work.
 - The nature of your claim or leave request.
 - Your treating physician's name, address, phone number, and fax number.
- Taking a leave of absence is a personal process, and you are the primary owner of your leave journey. It is your responsibility to:
 - Initiate and manage your leave through The Hartford.
 - Communicate regularly with your healthcare provider, The Hartford, your manager, and HR.
 - Submit all required documents on time, especially medical certifications or updates.



PREPARING FOR LEAVE



Delays in receiving medical documentation from your provider can result in your claim being delayed or denied. It is solely your responsibility to follow up with your provider and ensure all necessary paperwork is submitted to The Hartford on time. Staying proactive and communicative helps avoid disruptions and ensures a smoother experience for you and your team.



Remember, you are the primary owner of your leave journey. Staying proactive helps ensure a smooth experience for everyone involved.

Responsibility for Benefits During an Unpaid or Unapproved Leave of Absence

If you take unpaid or unapproved leave, it's your responsibility to maintain benefit premium payments during the leave. You will be set up on direct bill with OneSource Virtual, our benefits administrator.

Failure to make timely payments will result in a loss of benefits coverage, retroactive to the start date of the leave.

Additionally, before leave begins, team members must complete the **Acknowledgment of Benefits Responsibility Form** on [page 21](#).

For questions regarding benefit premium payments, please contact the Benefits Team at fitforlifebenefits@oceanspray.com



PREPARING FOR LEAVE

Manager Actions

- Collaborate with the Benefits Team and your HR Business Partner.
- Set a time with the team member to discuss an action plan for their job duties.
- Determine which team member(s) will perform each job duty while the team member is out on leave.
- Ask the team member to set aside time before the leave start date to explain or provide training for any job tasks.
- Meet with all team members who will be filling in for the team member to ensure they are able to handle the additional responsibilities.
- Remind the team member to change their outgoing phone and email messages to indicate that they will be out and who to contact in their absence.

Attention: When a People Manager Goes on Leave

If you are a people manager and are planning to take a leave of absence, a task is sent to your HR Business Partner to assign a delegate for your Workday tasks. Failing to delegate can lead to pending tasks and delays in approvals, potentially impacting the team and workflow.



DURING YOUR LEAVE

During a Team member's leave, it's important for both the team member and their manager to stay informed and engaged in the process to ensure a smooth experience.

Team Member Responsibilities

Team members should maintain communication as needed, respond to any requests for documentation, and notify their Manager and their HR Business Partner of any changes to their leave status or expected return date. Staying proactive helps avoid delays and ensures benefits and job protection are maintained where applicable.



Manager Responsibilities

Managers are responsible for supporting their team members throughout their leave by maintaining appropriate and professional contact. This is the time to put the plan in place that you and your team member created before the leave.



RETURNING FROM LEAVE

Coming back to work after a leave is a meaningful transition for both the team member and their team. It may take time to fully readjust, and that's okay.

We encourage team members to ease back in, ask questions, and share any support they may need. Managers should create space for open dialogue, offer flexibility where possible, and recognize that re-entry can come with both excitement and challenges.

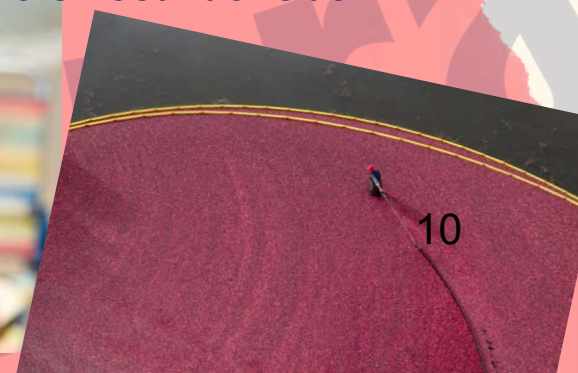
At Ocean Spray, we're committed to fostering a culture of care and connection. A thoughtful, supportive return helps everyone feel valued and ready to thrive.

Team Member Actions

When returning to work, team members should check in with their Manager, HR Business Partner, and Benefits Team to confirm their return and complete any necessary updates. If an accommodation is needed, team members should inform their HR Business Partner and/or the Benefits Team, as there is a formal process that must be followed to review and support such requests.

Manager Actions

Supporting a team member's return requires clear communication and flexibility. Meet to share updates, discuss any accommodation or scheduling needs, and partner with the HR Business Partner and/or Benefits Team if an accommodation is requested, as a formal process applies. Check in regularly to ensure a smooth transition.



FAQs

Q: What is a Leave of Absence (LOA)?

A: Leave of Absence is an approved period of time away from work for specific personal, medical, or family-related reasons. It may be paid or unpaid depending on the type of leave and eligibility.

Q: Who do I contact to start a leave?

A: Start by notifying your manager and reaching out to your HR Business Partner or the Benefits Team to begin the process. You will be required to submit your leave request through our disability carrier, The Hartford. You can call 1-888-301-5615, Monday - Friday 8:00am to 9:00pm ET or initiate online at <https://abilityadvantage.thehartford.com>.

Q: How do I know what type of leave I qualify for?

A: Eligibility depends on your situation. The Benefits team can help you understand your options based on your circumstances and employment status.

Q: What should I do if my leave claim is delayed or not approved yet?

A: If your claim is delayed, reach out to the Benefits team or The Hartford to check the status. Make sure all required documentation has been submitted and is complete. Delays often happen due to missing or incomplete paperwork.

Q: I haven't received my leave pay, what should I do?

A: First, confirm whether your leave is paid or unpaid. If it is paid and you haven't received payment, contact the Benefits team or The Hartford to investigate.

Q: What if my doctor hasn't submitted the medical certification yet?

A: Follow up with your healthcare provider to ensure the documentation is sent promptly as this can delay review of your claim and possibly your pay.

FAQs

Q: What happens if my leave is denied?

A: If your leave is denied, you'll receive a reason for the decision. You may have the option to appeal or provide additional documentation. Contact the Benefits team or The Hartford for guidance on next steps.

Q: Who do I contact if I'm not sure what's going on with my claim?

A: Start with contacting the Benefits team or The Hartford.

Q: My claim has a waiting period. What does this mean?

A: A waiting period, also known as an elimination period, is the initial time at the start of a leave when paid benefits are not yet available. For Short-Term Disability, this period is 7 calendar days before benefits begin. The waiting period is only waived if you are hospitalized on the first day of your leave; otherwise, it applies in all cases. Requirements and eligibility may vary depending on your state's leave program or type of leave. If you have questions, please contact the Benefits Team for guidance.

Q: I still have questions. Who can I reach out to?

A: For questions on the leave process, you may reach out to:

- **The Hartford:** (888) 301-5615 (Monday - Friday, 8am - 8pm EST)
- **The Benefits Team:** fitforlifebenefits@oceanspray.com

- For access to **ComPsych**, our Employee Assistance Program:
 - Call 800-327-1850 with **Web ID:** HLF902
 - Log on to the EAP website, [GuidanceResources® Online](#)

COMMON TERMS

Benefits Continuation

The process of maintaining health and other benefits while on leave. Team Members may be responsible for paying their portion of premiums during unpaid or unapproved leave.

Continuous Leave

Leave taken in one uninterrupted block of time (e.g., 6 weeks off for surgery recovery).

Elimination Period (Waiting Period)

A short period at the beginning of a leave when paid benefits are not yet available. Hourly Team Members may experience this unless hospitalized on the first day. Salaried Team Members typically have this covered by company-provided sick time.

FMLA (Family and Medical Leave Act)

A federal law that provides eligible employees with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons.

Intermittent Leave

Leave taken in separate blocks of time for a single qualifying reason, rather than one continuous period.

Job Protection

The assurance that a Team Member will be reinstated to the same or a similar position after returning from an approved leave, as required by law or company policy.

Leave of Absence (LOA)

An approved period of time away from work for personal, medical, or family-related reasons. It may be paid or unpaid depending on the type of leave and eligibility.

COMMON TERMS

Long-Term Disability (LTD)

A benefit that provides extended income replacement for eligible Team Members who are unable to work for a longer period due to a serious health condition.

Medical Certification

Documentation from a healthcare provider that verifies the need for leave due to a medical condition. Required for certain types of leave.

Paid Time Off (PTO)

Accrued time off that Team Members can use for vacation, personal time, or to cover unpaid portions of a leave.

Return-to-Work Plan

A plan developed between the Team Member and Manager to support a smooth transition back to work after a leave, which may include flexible scheduling or temporary adjustments.

Rolling 12-Month Period

A method used to calculate leave eligibility by looking back 12 months from the date a new leave begins.

Serious Health Condition

An illness, injury, impairment, or physical/mental condition that involves inpatient care or continuing treatment by a healthcare provider.

Short-Term Disability (STD)

A benefit that provides partial income replacement for eligible Team Members who are unable to work due to a non-work-related illness or injury.

The Hartford

Ocean Spray's disability and leave administrator. Team Members must submit leave requests and documentation through The Hartford.



RESOURCES

ComPsych® (Employee Assistance Program)

Ocean Spray partners with **ComPsych® GuidanceResources®**, the Employee Assistance Program (EAP). ComPsych® offers counseling, legal and financial consultation, work-life assistance, and other health and well-being resources. The EAP is available at no cost to you and your household members to help with emotional, financial, legal or other concerns, whether at work or at home, any time of the day or night.

Get started by calling (800) 327-1850 (**WEB ID: HLF902**) or go to guidanceresources.com

Maven

In every journey to parenthood, support matters—and that's where Maven comes in. Maven offers 24/7 access to care advocates and a diverse network of providers to support every stage of the parenting journey, from family planning and fertility to pediatric care and returning to work.

Maven services include:

- Fertility and family planning support
- Postpartum care: lactation consultants, infant sleep coaches, pediatricians
- Career coaching and back-to-work planning
- Menopause support for navigating symptoms and treatment options
- Maven Milk: breast milk shipping services for traveling parents

Activate your Maven membership here: mavenclinic.com/join/bms



RESOURCES

Bright Horizons

When regular care falls through, Bright Horizons has you covered with flexible options to support your family. Bright Horizons provides you with:

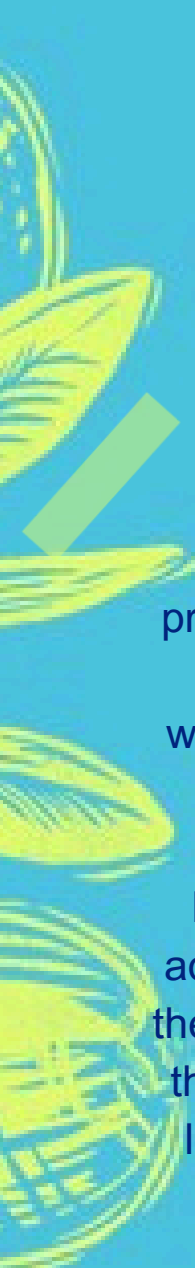
- **In-Home Care** – Professional caregivers come to you
- **Center-Based Care** – Access trusted childcare centers
- **Camps & School Break Programs** – Keep kids engaged during breaks
- **Academic Support** – Tutoring through Bright Horizons' network

Get started with Bright Horizons here: <https://bhlogin.brighthouse.com/>

Will Preparation

Whether your assets are few or many, it's important to have a will. Thanks to The Hartford you have access to EstateGuidance, which offers the convenience of creating a simple will from the comfort of your home. Protect your family's future by creating a will online – backed by online support from licensed attorneys.

Get started here: <https://www.estateguidance.com/> use code **WILLHLF**



INTRODUCTION TO STATE PAID LEAVE PROGRAMS

Some states provide their own paid family and medical leave programs. If you work in one of these states, the state program may run alongside the type of leave you take through the company, whether it's Short-Term Disability, Long-Term Disability, Family Care Leave, or another leave of absence type.

In certain states, like Massachusetts and New York, The Hartford administers the state program on our behalf, which helps streamline the claims process. In states where The Hartford does not administer the program, team members must apply for and manage their state leave directly with the state while also coordinating any applicable company-provided leave through The Hartford.

Each state program has its own rules, eligibility criteria, documentation requirements, filing deadlines, and benefit payment schedules. Team members are responsible for reviewing the state's website to confirm their eligibility, required steps, and benefit details for any state-mandated leave.

It's also important to remember that you cannot "double dip." If both state and company benefits apply at the same time, they will typically coordinate, and combined payments cannot exceed 100% of your eligible income.

STATE PAID LEAVE PROGRAMS

State/Program Name	Type of Leave Covered	Administrator	Eligibility/Benefits
California (CA SDI/PFL)	Medical, Family, Bonding	State-administered	edd.ca.gov
Colorado (CO FAMLI)	Medical, Family, Bonding, Military	Private plan - The Hartford	famli.colorado.gov
Connecticut (CT PFML)	Medical, Family, Bonding	State-administered	ctpaidleave.org
Delaware (DE PFML)	Medical, Family, Bonding	State-administered (Begins in 2026)	dol.delaware.gov
District of Columbia (DC PFL)	Medical, Family, Bonding	State-administered	does.dc.gov
Hawaii (HI TDI)	Medical (Disability only)	State-administered	labor.hawaii.gov
Illinois (IL Paid Leave for All Workers Act)	General Paid Leave	State-administered	labor.illinois.gov
Maine (ME PFML)	Medical, Family, Bonding	State-administered	paidleave.maine.gov
Maryland (MD FAMLI)	Medical, Family, Bonding	State-administered	maryland.gov
Massachusetts (MA PFML)	Medical, Family, Bonding, Military	Private plan - The Hartford	mass.gov/pfml

STATE PAID LEAVE PROGRAMS

State/Program Name	Type of Leave Covered	Administrator	Eligibility/Benefits
Minnesota (MN PFML)	Medical, Family, Bonding	State-administered (Begins in 2026)	mn.gov/deed
New Jersey (NJ TDI/FLI)	Medical, Family, Bonding	Private plan - The Hartford	myleavebenefits.nj.gov
New York (NY DBL/PFL)	Medical (DBL), Family (PFL)	Private plan - The Hartford	paidfamilyleave.ny.gov
Oregon Paid Leave Oregon (PLO)	Medical, Family, Bonding, Safe Leave	Private plan - The Hartford	paidleave.oregon.gov
Rhode Island (RI TDI/TCI)	Medical, Family, Bonding	State-administered	dlt.ri.gov
Washington (WA PFML)	Medical, Family, Bonding, Military	State-administered	paidleave.wa.gov

If you have questions about your leave of absence or need support, please contact The Hartford directly or reach out to the Benefits Team at fitforlifebenefits@oceanspray.com. We're here to help!

OTHER TYPES OF LEAVE

Ocean Spray offers additional leave options beyond standard LOA categories, covering a range of personal, medical, and family needs. For full details on available leave types, eligibility, and requirements, please refer to the “[Leaves at Ocean Spray](#)” policy on the intranet.

Type of Leave	Reason for Leave	Eligibility	Duration	Pay	Job Protection
Military Leave	Military duties	Regular full-time team members serving in the US Armed Forces or related services	As required by military services	Differential pay for up to 90 days	Yes, under USERRA
Civic Obligations	Jury duty, mandatory court appearances, voting, work-related via appointments	All team members based in the US	As required	Jury duty is paid (difference from stipend and normal base pay per week); others may be unpaid, but can use vacation/PTO	Yes
Domestic Violence Leave	Available to team members who need time away from work to address issues related to domestic violence, sexual assault, stalking and abuse	All team members	Up to 40 hours per year	Paid (Self); Unpaid (Family)	Yes; runs concurrently with FMLA, if eligible

Team Member Acknowledgment of Missed Benefit Premium Payments Form

Team Member Name: _____

Department: _____

Date: _____

Purpose

This document outlines your responsibility to pay benefit premiums that were not collected due to various circumstances, including periods of paid or unpaid time off, changes in benefit elections, administrative adjustments, or other situations where standard payroll deductions were missed. By signing below, you acknowledge this obligation and understand the potential consequences if payment is not made. Please review and select the appropriate reason for the missed premium(s), such as leave of absence (e.g. short-term disability, FMLA, unpaid leave), Workers' Compensation, a shut-down event, life event, or other applicable circumstances.

Please review and select the appropriate reason for which an acknowledgement of missed benefit(s) premiums is needed (check only one):

☐ **Leave of Absence:** Short-Term and Long-Term Disability, FMLA Leave, Unpaid Leave of Absence, or any other period of leave from Ocean Spray as defined in our Leaves at Ocean Spray policy

☐ **Workers' Compensation**

☐ **Shut Down:** A company shutdown refers to a designated period in which business operations are temporarily paused. These pauses are a routine part of how the company manages its workflows, resources, or production cycles. During a shutdown, team members may not receive active pay depending on their role or work status.

☐ **Life Event:** If a life event results in missed benefit premium deductions, such as during a leave of absence, change in coverage, or administrative adjustment, team members are responsible for ensuring those premiums are paid in full.

☐ **Other, please explain:** _____

Acknowledgment of Benefit Premium Payment Requirement

Please review and initial to acknowledge your understanding of each item:

_____ I understand that I am required to continue paying my benefits premiums during any period of unpaid time off (e.g., unpaid leave, absence without pay, etc.).

_____ I understand that it is my responsibility to ensure payment is made in a timely manner to avoid a lapse in benefits coverage. If I do not pay my premiums during an unpaid time, my benefits may suspended or terminated.

_____ I understand that if premium payments are not made on time, arrangements may be made to recover the outstanding amount, including the possibility of deductions from future paychecks once I return to work.

Agreement

By signing below, I acknowledge that I have read and understood the terms outlined in this document regarding my obligation to pay benefit(s) premiums during any unpaid time away from Ocean Spray. I understand that failure to comply with these requirements may result in suspension or termination of my benefits.

Team Member Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____

TEAM MEMBER LEAVE OF ABSENCE CHECKLIST



*Your responsibilities when preparing for and taking
a leave of absence from Ocean Spray*

Before Your Leave Begins

- ☐ **Notify your manager** as soon as you know you will need a leave.
- ☐ **Contact the Benefits Team** for guidance and next steps (email fitforlifebenefits@oceanspray.com)
- ☐ **Submit your leave request to The Hartford** by phone or online. If your absence is scheduled, you can submit your claim 30 days prior to your last day worked. If unscheduled, please contact the Hartford as soon as possible.
 - **Phone:** 1-888-301-5615
 - **Online:** <https://abilityadvantage.thehartford.com>
- ☐ **Gather required information** (provider details, last day worked, claim reason, etc.).
- ☐ **Ensure supporting documentation is submitted** to The Hartford and **follow up with your provider** to avoid delays or claim denial.
- ☐ **Complete the Benefits Premium Acknowledgment Form** if any portion of your leave will be unpaid. This confirms your responsibility to submit premium payments directly to OneSource Virtual, our benefits administrator, to ensure your coverage remains active during your leave. To keep your coverage in place, premiums must be paid as scheduled.
- ☐ **Create a transition plan** with your manager for task coverage and knowledge transfer.
- ☐ **Train teammates** who will be covering your responsibilities, if applicable.

- **Set up Out-of-Office messages** for email and voicemail, including an alternate contact.
- If you are a **People Manager**, ensure your Workday tasks are delegated before your leave.

During Your Leave

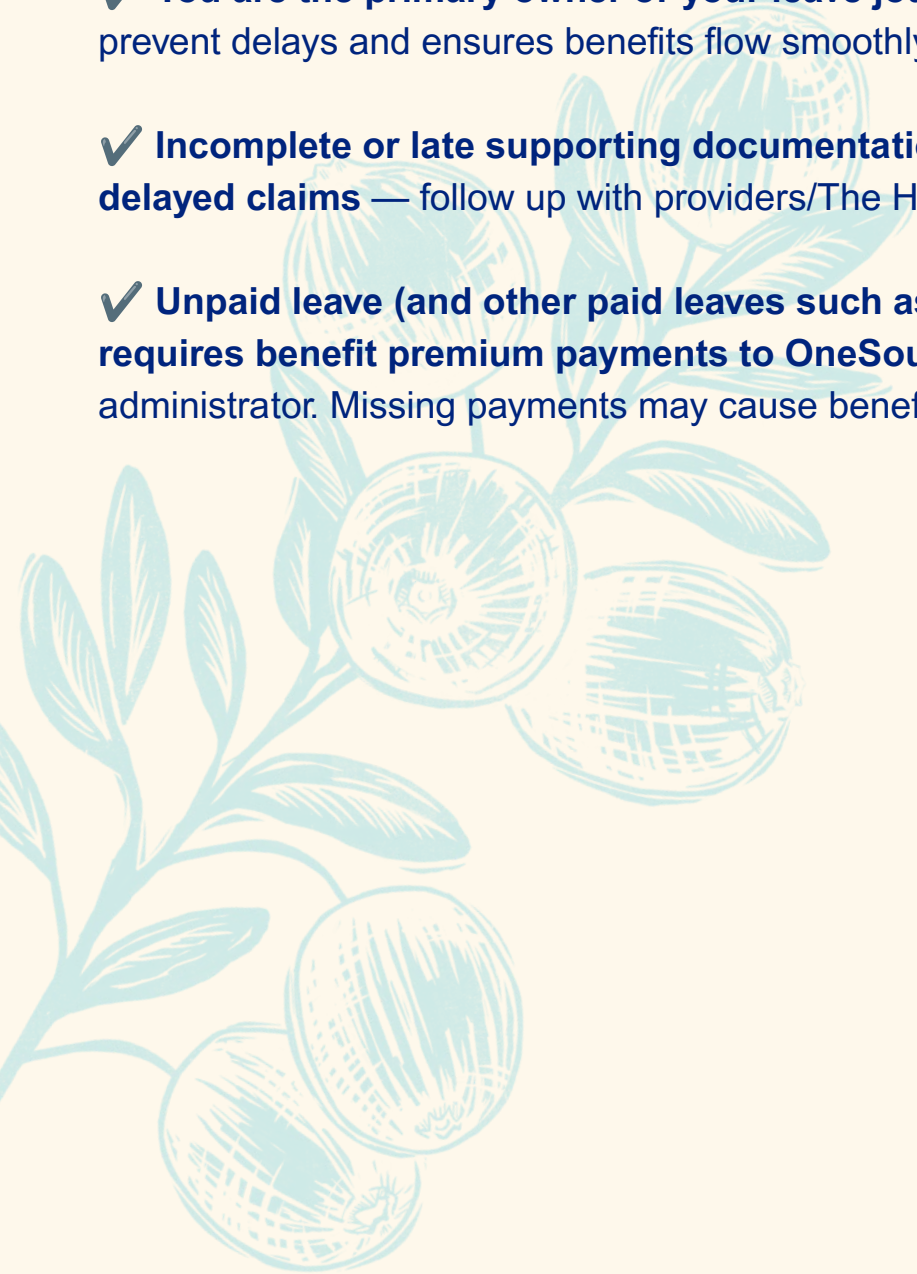
- **Respond to requests** for additional documentation from The Hartford promptly.
- **Stay in communication** with The Hartford, your healthcare provider, your manager, and HR as needed.
- **You must notify your manager/HR** if your return date changes or if your leave needs to be extended.
- **Monitor your benefit deductions** with The Hartford. Please note, that premiums are deducted from approved Short-Term and Long-Term Disability payments; however, benefits are not deducted during unpaid leaves, such as FMLA or state programs like MAPFML, so you will be responsible for paying those premiums separately to OneSource Virtual, our benefits administrator. As a reminder, to keep your coverage in place, premiums must be paid as scheduled.

Before Returning to Work

- **Confirm your return date** with your manager, HR Business Partner, and the Benefits Team
- **Submit any required return to work or fitness for duty documentation** (if applicable).
- **Discuss any scheduling or accommodation needs** with your manager and HRBP
- **Review job updates or changes that occurred while you were out.**

Quick Reminders

- ✓ **You are the primary owner of your leave journey** — staying proactive helps prevent delays and ensures benefits flow smoothly.
- ✓ **Incomplete or late supporting documentation is the #1 cause of denied or delayed claims** — follow up with providers/The Hartford early and often.
- ✓ **Unpaid leave (and other paid leaves such as MAPFML and other state leaves) requires benefit premium payments to OneSource Virtual**, our benefits administrator. Missing payments may cause benefit coverage(s) to lapse.



MANAGER LEAVE OF ABSENCE CHECKLIST



Supporting a team member before, during, and after a leave of absence

Before the Leave Begins

- ☐ **Discuss the upcoming leave with the team member** and encourage them to contact the Benefits Team and submit their leave request to The Hartford.
- ☐ **Partner with the Benefits Team and HR Business Partner** as needed regarding leave planning and requirements.
- ☐ **Meet with the team member** to develop a coverage plan for their responsibilities during the leave.
- ☐ **Identify who will assume key job duties** and determine how work will be managed during the absence.
- ☐ **Ensure knowledge transfer and training occur** before the leave begins so coverage team members are prepared to support ongoing work.
- ☐ **Meet with team members providing coverage** to review expectations, priorities, and workload impacts.
- ☐ **Remind the team member to update Out-of-Office messages** for email and voicemail and provide an alternate contact.
- ☐ **Maintain confidentiality** regarding the reason for the leave and only share information on a business-need-to-know basis.
- ☐ **If the team member is a People Manager, confirm Workday delegation has been arranged** to prevent workflow delays and pending approvals.

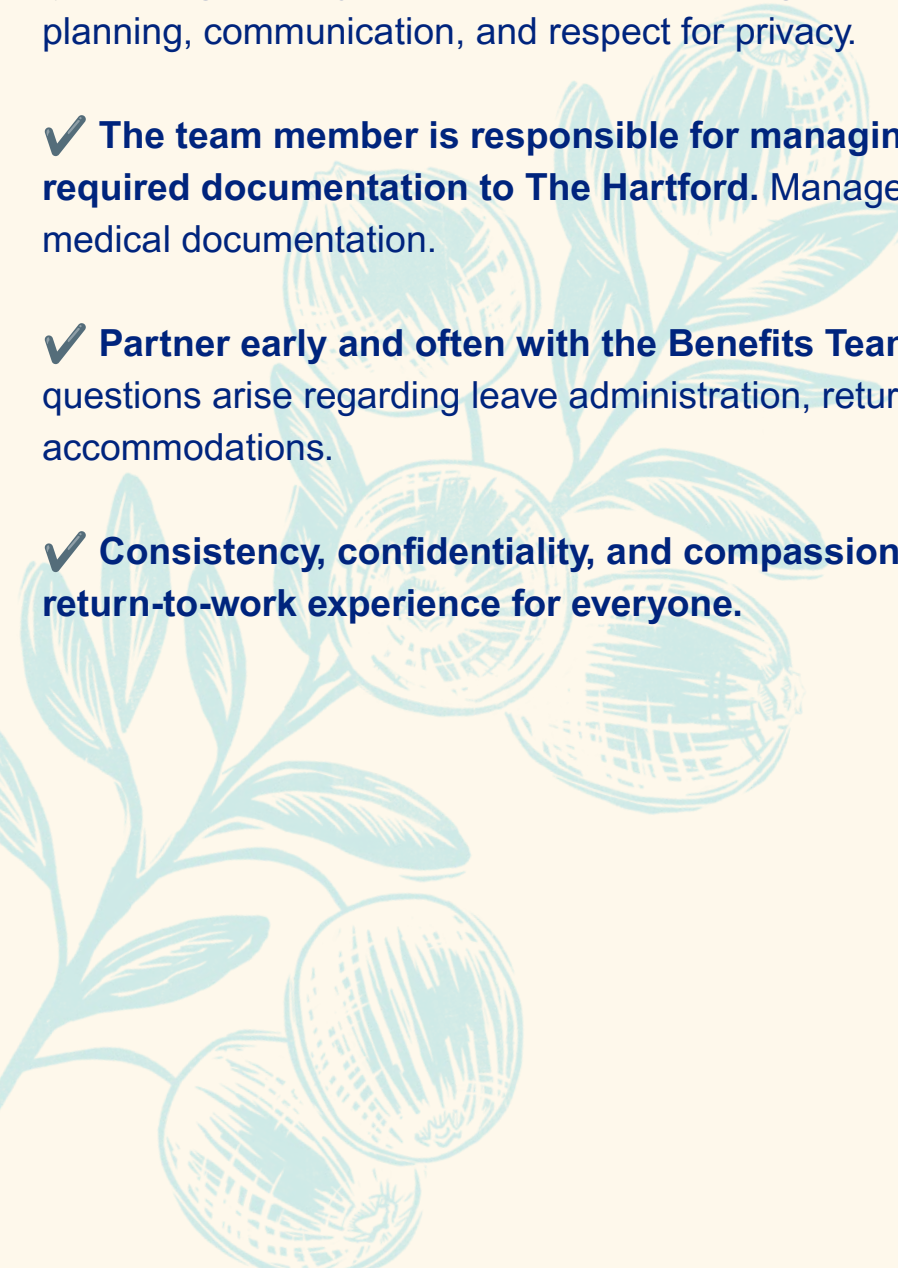
During the Leave

- **Implement the coverage plan** established prior to the leave and monitor business continuity.
- **Maintain appropriate and professional communication** with the team member during the leave. Follow company guidance regarding contact during protected leaves.
- **Respect the team member's privacy** and do not request medical details beyond what is necessary to support the leave process.
- **Notify your HR Business Partner and/or Benefits Team** if you become aware of changes that may affect the leave or return-to-work timing.
- **Support the team and monitor workloads** to ensure coverage responsibilities remain manageable throughout the absence.

Preparing for the Team Member's Return

- **Confirm the anticipated return date** with the team member, HR Business Partner, and Benefits Team.
- **Coordinate with HR and the Benefits Team** regarding any return-to-work requirements, restrictions, or accommodations.
- **If needed, prepare the team member's workspace, systems access, and resources** for their return.
- **Schedule a return-to-work meeting** to discuss priorities, business updates, and any changes that occurred during the leave.
- **Discuss scheduling needs, restrictions, or accommodations** and engage HR if an accommodation request is made
- **Check in regularly during the first few weeks back** to support a smooth transition and successful reintegration.

Quick Reminders

- 
- ✓ **Managers play a critical role in creating a supportive leave experience** through planning, communication, and respect for privacy.
 - ✓ **The team member is responsible for managing their leave claim and submitting required documentation to The Hartford.** Managers should not collect or maintain medical documentation.
 - ✓ **Partner early and often with the Benefits Team and HR Business Partner** when questions arise regarding leave administration, return-to-work planning, or accommodations.
 - ✓ **Consistency, confidentiality, and compassion help ensure a successful leave and return-to-work experience for everyone.**



Legal Disclaimer: The information provided in this guide is intended solely as general information and support and should not be construed as legal advice or a legally binding interpretation. In the event of any discrepancies or questions regarding rights, responsibilities, or procedures in this guide, the operative document (whether an official policy, plan document, or collective bargaining agreement) shall serve as the final authority and take precedence.