





# AN OVERVIEW OF THE LOA PROCESS

## Medical Leave of Absence (LOA)






Need to take some time off due to a non-work-related illness/injury, medical condition, or procedure? Use this step-by-step guide to learn about what to do before, during, and after your medical leave. If your leave is related to pregnancy or childbirth, see the [Pregnancy/Childbirth Leave of Absence \(LOA\) flyer](#).

### REQUESTING LEAVE

 <h4>Request leave</h4> <p>Contact the Leave Support Team 30 days before the leave start date (if known) or as soon as you learn you will have to take a leave.</p> <p>You can call the Leave Support Team at <b>860-409-4692</b> or email them at <a href="mailto:BarnesLeaveofAbsence@barnesaero.com">BarnesLeaveofAbsence@barnesaero.com</a>.</p>	 <h4>Review paperwork</h4> <p>The Leave Support Team will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies, short-term disability (STD) and/or state/federal leaves. Some paperwork may require your doctor's signature.</p> <p><b>IMPORTANT:</b> Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.</p>	 <h4>Submit documentation</h4> <p>Submit a completed <b>Certification of Healthcare Provider Form</b> along with other requested documentation to the Leave Support Team within 15 days from the date you received your initial packet.</p> <p>Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.</p>	 <h4>Job protection</h4> <p>Your job is protected while you are on approved Family and Medical Leave Act (FMLA) or qualifying state leave. Your original position or an equivalent one will be made available when you return provided your FMLA/state leave does not exceed the permissible amount of leave.</p> <p>You may be eligible to receive up to 12 weeks of job-protected leave under federal FMLA if you have been employed by Barnes Aerospace for at least 12 months and have worked a minimum of 1,250 hours during the 12 months preceding the start of your leave. Additional job protection may be available under applicable state family and medical leave laws that provide broader or more generous job protection provisions.</p>
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### DURING LEAVE





 <h4>Get paid</h4> <p>In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your medical leave of absence.</p> <p><b>Short-term disability (STD):</b> You may be eligible to receive pay through company-provided STD. To apply for STD benefits, file a claim with Guardian online at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>. Be sure to submit all paperwork on time to avoid delays. You can submit a completed <b>Claim Form</b> to <a href="mailto:group_STD_claims@glic.com">group_STD_claims@glic.com</a>. If your claim for STD is approved by Guardian, you will receive 75% of your pay (depending on eligibility) for the duration of your disability period.</p> <p><b>Certain provisions will depend on the specifics of the STD plan.</b></p>	<p><b>State-specific benefits:</b> If you work in a state with a state paid family/medical leave (excluding CT, MA or NY), you will be required to file with the state directly for state benefits.</p> <p>To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>.</p> <p><b>PLEASE NOTE:</b> If you are eligible for pay through a state-issued benefit, Barnes Aerospace will assume you are receiving state disability benefits and will offset (reduce) your short-term disability pay by the amount you are expected to receive from the state.</p>	 <h4>Health and welfare benefits</h4> <p>Health and welfare benefits will be maintained during any period of approved FMLA or qualifying state leave, provided you continue to pay your share of health plan premiums.</p> <p>Benefits may also be maintained during certain periods of other approved LOAs.</p> <p>If you are getting paid from available sick pay, paid time off, vacation, flexible time off or personal/floating holidays, your regular paycheck deductions for benefits will continue. If you are on a medical leave and your STD claim is approved by Guardian, the STD payments will be included on your regular paycheck and deductions for benefits will continue.</p> <p>If you are unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.</p>	 <h4>Confirm your return-to-work date</h4> <p>Throughout the leave, you will be expected to stay in contact with the Leave Support Team and Guardian (if applicable) and provide updates on your return date.</p> <p>You are required to contact the Leave Support Team and Guardian (if applicable) <b>no later than 1 week before your expected return date (or ASAP)</b>. You must also submit a <b>Return to Work Form</b> or release note, completed by your treating provider. Doing so ensures accurate pay processing and timely reinstatement of your building and system access.</p> <p>To request an extension or accommodations for a work restriction, contact the Leave Support Team.</p> <p><b>PLEASE NOTE:</b> If your leave exceeds six (6) months and you have exhausted all FMLA and STD benefits, your employment may be terminated according to Company policy and applicable law.</p>
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# Bonding/Adoption/Foster Care Leave of Absence (LOA)






Non-birthing parents and parents adding to their family via adoption or foster care placement may be eligible to take time off. Eligible employees can take leave as a non-birthing parent (or birth parent after your pregnancy leave period) to bond with a new child after birth or after placement via adoption or foster care.

## REQUESTING LEAVE

 <h3>Request leave</h3> <p>Contact the Leave Support Team 30 days before the leave start date (if known) or as soon as you learn you will have to take a leave.</p> <p>You can call the Leave Support Team at <b>860-409-4692</b> or email them at <a href="mailto:BarnesLeaveofAbsence@barnesaero.com">BarnesLeaveofAbsence@barnesaero.com</a>.</p>	 <h3>Review paperwork</h3> <p>The Leave Support Team will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies and/or state/federal leaves.</p> <p><b>IMPORTANT:</b> Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.</p>	 <h3>Submit documentation</h3> <p>Submit proof of birth or documentation to the Leave Support Team to establish the due date for a birth of a child or documentation establishing an effective date for placement of a child for adoption or foster care within 15 days from the date you received your initial packet or (if your leave is in the future) 15 days after your leave starts.</p> <p>Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.</p>	 <h3>Job protection</h3> <p>Your job is protected while you are on approved Family and Medical Leave Act (FMLA) or qualifying state leave. Your original position or an equivalent one will be made available when you return provided your FMLA/state leave does not exceed the permissible amount of leave.</p> <p>You may be eligible to receive up to 12 weeks of job-protected leave under federal FMLA if you have been employed by Barnes Aerospace for at least 12 months and have worked a minimum of 1,250 hours during the 12 months preceding the start of your leave. Additional job protection may be available under applicable state family and medical leave laws that provide broader or more generous job protection provisions.</p>
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## DURING LEAVE





 <h3>Get paid</h3> <p>In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your bonding/adoption/foster care leave of absence.</p> <p>Review your local policy regarding utilizing paid time off during your leave.</p> <p>You may also be eligible for pay through state paid family leave.</p>	<h3>State-specific benefits:</h3> <p>If you work in a state with a state paid family/medical leave (excluding CT, MA or NY), you will be required to file with the state directly for state benefits.</p> <p>To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>.</p>	 <h3>Health and welfare benefits</h3> <p>Health and welfare benefits will be maintained during any period of approved FMLA or qualifying state leave, provided you continue to pay your share of health plan premiums.</p> <p>Benefits may also be maintained during certain periods of other approved LOAs.</p> <p>If you are getting paid from available sick pay, paid time off, vacation, flexible time off or personal/floating holidays, your regular paycheck deductions for benefits will continue.</p> <p>If you are unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.</p>	 <h3>Confirm your return-to-work date</h3> <p>As your leave draws to an end, contact the Leave Support Team and Guardian (if applicable) to confirm your return date. Before returning from leave, you are required to contact the Leave Support Team <b>no later than 1 week before your expected return date (or ASAP)</b>. Doing so ensures accurate pay processing and timely reinstatement of your building and system access.</p>
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# Intermittent Leave of Absence (LOA)






If you or a qualified family member have a serious health condition that requires you to be absent occasionally rather than for a continuous block or period of time, you may be eligible for intermittent leave under Family and Medical Leave Act (FMLA) and/or state leave laws.

## REQUESTING LEAVE

 <h3>Request leave</h3> <p>Contact the Leave Support Team 30 days before the leave start date (if known) or as soon as you learn you will have to take a leave.</p> <p>You can call the Leave Support Team at <b>860-409-4692</b> or email them at <a href="mailto:BarnesLeaveofAbsence@barnesaero.com">BarnesLeaveofAbsence@barnesaero.com</a>.</p>	 <h3>Review paperwork</h3> <p>The Leave Support Team will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies and/or state/federal leaves.</p> <p><b>IMPORTANT:</b> Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.</p>	 <h3>Submit documentation</h3> <p>Submit a completed <b>Certification of Healthcare Provider Form</b> along with other requested documentation to the Leave Support Team within 15 days from the date you received your initial packet.</p> <p>Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.</p>	 <h3>Report each absence</h3> <p>If you are taking intermittent leave, you <b>must</b> follow the standard absence reporting policies for your location. You must report each instance of your intermittent leave usage.</p> <p>In addition, you will be <b>required</b> to report the time missed within 48 hours of your shift's scheduled start time by emailing the Leave Support Team at <a href="mailto:BarnesLeaveofAbsence@barnesaero.com">BarnesLeaveofAbsence@barnesaero.com</a> or by calling <b>860-409-4692</b>. The Leave Support Team will advise you if the leave is an approved absence under FMLA or other applicable leaves.</p>
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## DURING LEAVE





 <h3>Get paid</h3> <p>Intermittent leave is unpaid. However, you may be eligible for pay through state paid family leave.</p>	<p><b>State-specific benefits:</b> If you work in a state with a state paid family/medical leave (excluding CT, MA or NY), you will be required to file with the state directly for state benefits.</p> <p>To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>.</p>	 <h3>Health and welfare benefits</h3> <p>Health and welfare benefits will be maintained during any period of approved Family and Medical Leave Act (FMLA) or qualifying state leave, provided you continue to pay your share of health plan premiums.</p> <p>Benefits may also be maintained during certain periods of other approved LOAs.</p> <p>If you are getting paid from available sick pay, paid time off, vacation, flexible time off or personal/floating holidays, your regular paycheck deductions for benefits will continue.</p> <p>If you are unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.</p>	<h2>IMPORTANT</h2>  <h3>Intermittent leave approvals</h3> <p>Intermittent leaves may be approved for a specific frequency (how often you require time off) and duration (how many hours and/or days off per episode). If your absences often exceed your approved frequency and/or duration, or if the Company receives information that calls into question the validity of the absence(s) or of the certification, the Company may request recertification of your approved frequency and/or duration, if permitted by federal/state law.</p> <p>Here is an example of an intermittent leave approval:</p> <p><b>Start Date–End Date:</b> 1/10/25–3/10/25  <b>Duration:</b> 4 hours  <b>Frequency:</b> 2 times per month</p> <p>Intermittent leave may be approved in 6-month increments, with recertification required at the end of each period.</p>
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# Pregnancy/Childbirth Leave of Absence (LOA)






Having a baby? If you're the birthing parent, use this step-by-step guide to learn about what to do before, during, and after your pregnancy leave. Non-birthing parents or parents adding to their family via adoption or foster care can learn about bonding leave options in the [Bonding Adoption/Foster Care Leave of Absence Overview \(LOA\)](#) flyer.

## REQUESTING LEAVE

 <h3>Request leave</h3> <p>Contact the Leave Support Team 30 days before the leave start date (if known) or as soon as you learn you will have to take a leave.</p> <p>You can call the Leave Support Team at <b>860-409-4692</b> or email them at <a href="mailto:BarnesLeaveofAbsence@barnesaero.com">BarnesLeaveofAbsence@barnesaero.com</a>.</p>	 <h3>Review paperwork</h3> <p>The Leave Support Team will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies, short-term disability (STD) and/or state/federal leaves. Some paperwork may require your doctor's signature.</p> <p><b>IMPORTANT:</b> Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.</p>	 <h3>Submit documentation</h3> <p>Submit a completed <b>Certification of Healthcare Provider Form</b> along with other requested documentation to the Leave Support Team within 15 days from the date you received your initial packet.</p> <p>Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.</p>	 <h3>Job protection</h3> <p>Your job is protected while you are on approved Family and Medical Leave Act (FMLA) or qualifying state leave. Your original position or an equivalent one will be made available when you return provided your FMLA/state leave does not exceed the permissible amount of leave.</p> <p>You may be eligible to receive up to 12 weeks of job-protected leave under federal FMLA if you have been employed by Barnes Aerospace for at least 12 months and have worked a minimum of 1,250 hours during the 12 months preceding the start of your leave. Additional job protection may be available under applicable state family and medical leave laws that provide broader or more generous job protection provisions.</p>
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## DURING LEAVE





 <h3>Get paid</h3> <p>In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your pregnancy/childbirth leave of absence.</p> <p><b>Short-term disability (STD):</b> You may be eligible to receive pay through company-provided STD. To apply for STD benefits, file a claim with Guardian online at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>. Be sure to submit all paperwork on time to avoid delays. You can submit a completed <b>Claim Form</b> to <a href="mailto:group STD_claims@glic.com">group STD_claims@glic.com</a>. If your claim for STD is approved by Guardian, you will receive 75% of your pay (depending on eligibility) for the duration of your disability period.</p> <p><b>Certain provisions will depend on the specifics of the STD plan.</b></p>	<p><b>State-specific benefits:</b> If you work in a state with a state paid family/medical leave (excluding CT, MA or NY), you will be required to file with the state directly for state benefits.</p> <p>To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at <a href="http://guardianlife.com">guardianlife.com</a> or call <b>1-800-268-2525</b>.</p> <p><b>PLEASE NOTE:</b> If you are eligible for pay through a state-issued benefit, Barnes Aerospace will assume you are receiving state disability benefits and will offset (reduce) your short-term disability pay by the amount you are expected to receive from the state.</p>	 <h3>Health and welfare benefits</h3> <p>Health and welfare benefits will be maintained during any period of approved FMLA or qualifying state leave, provided you continue to pay your share of health plan premiums.</p> <p>Benefits may also be maintained during certain periods of other approved LOAs.</p> <p>If you are getting paid from available sick pay, paid time off, vacation, flexible time off or personal/floating holidays, your regular paycheck deductions for benefits will continue. If you are on a pregnancy and childbirth leave and your STD claim is approved by Guardian, the STD payments will be included on your regular paycheck and deductions for benefits will continue.</p> <p>If you are unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.</p>	 <h3>Confirm your return-to-work date</h3> <p>Throughout the leave, you will be expected to stay in contact with the Leave Support Team and Guardian (if applicable) and provide updates on your return date.</p> <p>You are required to contact the Leave Support Team and Guardian (if applicable) <b>no later than 1 week before your expected return date (or ASAP)</b>. You must also submit a <b>Return to Work Form</b> or release note, completed by your treating provider. Doing so ensures accurate pay processing and timely reinstatement of your building and system access.</p> <p>To request an extension or accommodations for a work restriction, contact the Leave Support Team.</p>
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# Care of a Family Member Leave of Absence (LOA)






Need to take some time off to care for a family member with a serious health condition? You may be eligible for an unpaid leave of absence through the Family and Medical Leave Act (FMLA) and/or state leave laws. Use this step-by-step guide to learn about what to do before, during, and after your leave of absence.

## REQUESTING LEAVE

 <h3>Request leave</h3> <p>Contact the Leave Support Team 30 days before the leave start date (if known) or as soon as you learn you will have to take a leave.</p> <p>You can call the Leave Support Team at <b>860-409-4692</b> or email them at <b>BarnesLeaveofAbsence@barnesaero.com</b>.</p> <p>You will be responsible for following the normal leave of absence policy for your location.</p>	 <h3>Review paperwork</h3> <p>The Leave Support Team will send you a packet within 5 days of your leave request with any forms you must return. Review your paperwork carefully to make sure you understand the documentation requirements for leave as it relates to company policies, short-term disability (STD) and/or state/federal leaves. Some paperwork may require your doctor's signature.</p> <p><b>IMPORTANT:</b> Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.</p>	 <h3>Submit documentation</h3> <p>Submit a completed <b>Certification of Healthcare Provider Form</b> along with other requested documentation to the Leave Support Team within 15 days from the date you received your initial packet.</p> <p>Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.</p>	 <h3>Job protection</h3> <p>Your job is protected while you are on approved FMLA /state leave. Your original position or an equivalent one will be made available when you return provided your FMLA/state leave does not exceed the permissible amount of leave.</p> <p>You may be eligible to receive up to 12 weeks of job-protected leave under federal FMLA if you have been employed by Barnes Aerospace for at least 12 months and have worked a minimum of 1,250 hours during the 12 months preceding the start of your leave. Additional job protection may be available under applicable state family and medical leave laws that provide broader or more generous job protection provisions.</p>
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## DURING LEAVE

 <h3>Get paid</h3> <p>In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your leave of absence.</p> <p>Review your local policy regarding utilizing paid time off during your leave.</p> <p>You may also be eligible for pay through state paid family leave.</p>	<h3>State-specific benefits:</h3> <p>If you work in a state with a state paid family/medical leave (excluding CT, MA or NY), you will be required to file with the state directly for state benefits.</p> <p>To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at <b>guardianlife.com</b> or call <b>1-800-268-2525</b>.</p>	 <h3>Health and welfare benefits</h3> <p>Health and welfare benefits will be maintained during any period of approved Family and Medical Leave Act (FMLA) or qualifying state leave, provided you continue to pay your share of health plan premiums.</p> <p>Benefits may also be maintained during certain periods of other approved LOAs.</p> <p>If you are getting paid from available sick pay, paid time off, vacation, flexible time off or personal/floating holidays, your regular paycheck deductions for benefits will continue.</p> <p>If you are unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.</p>	 <h3>Confirm your return-to-work date</h3> <p>As your leave draws to an end, contact the Leave Support Team and Guardian (if applicable) to confirm your return date. Before returning from leave, you are required to contact the Leave Support Team <b>no later than 1 week before your expected return date (or ASAP)</b>. Doing so ensures accurate pay processing and timely reinstatement of your building and system access.</p> <p>To request an extension, contact the Leave Support Team.</p>
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