

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

 Request leave 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. You can call the Leave Support Team at 860-409-4692 or email them at BarnesLeaveofAbsence@barnesaero.com. You will be responsible for following the normal leave of absence policy for your location.	 Review paperwork 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. IMPORTANT: Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.	 Submit documentation Submit a completed Certification of Healthcare Provider Form along with other requested documentation to the Leave Support Team within 15 days from the date you received your initial packet. Once we have received your documentation, you can expect communication from us regarding the status of your leave within 5 business days.	 Job protection 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. 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.
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DURING LEAVE

 Get paid In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your leave of absence. Review your local policy regarding utilizing paid time off during your leave. You may also be eligible for pay through state paid family leave.	 Health and welfare benefits State-specific benefits: 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. To apply for state-specific benefits in CT, MA or NY, you will need to file a claim online with Guardian at guardianlife.com or call 1-800-268-2525.	 Confirm your return-to-work date 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 no later than 1 week before your expected return date (or ASAP). Doing so ensures accurate pay processing and timely reinstatement of your building and system access. To request an extension, contact the Leave Support Team.
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