

AN OVERVIEW OF THE LOA PROCESS

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

 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.	 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 and/or state/federal leaves. IMPORTANT: Notify the Leave Support Team ASAP if any information in your initial packet is incorrect.	 Submit documentation 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. 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 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. 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 bonding/adoption/foster care 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.	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.	 Health and welfare benefits 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. Benefits may also be maintained during certain periods of other approved LOAs. 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 unpaid for any portion of your leave, any premiums owed will be recouped in your next regular paycheck upon return.	 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.
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