

AN OVERVIEW OF THE LOA PROCESS

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

 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 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.	 Report each absence If you are taking intermittent leave, you must follow the standard absence reporting policies for your location. You must report each instance of your intermittent leave usage. In addition, you will be required to report the time missed within 48 hours of your shift's scheduled start time by emailing the Leave Support Team at BarnesLeaveofAbsence@barnesaero.com or by calling 860-409-4692. The Leave Support Team will advise you if the leave is an approved absence under FMLA or other applicable leaves.
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DURING LEAVE

 Get paid Intermittent leave is unpaid. However, you may 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 Family and Medical Leave Act (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.	 Intermittent leave approvals 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. Here is an example of an intermittent leave approval: Start Date–End Date: 1/10/25–3/10/25 Duration: 4 hours Frequency: 2 times per month Intermittent leave may be approved in 6-month increments, with recertification required at the end of each period.
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