

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

 Request leave	 Review paperwork	 Submit documentation	 Job protection
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.	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 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.	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.

DURING LEAVE

 Get paid	 Health and welfare benefits	 Confirm your return-to-work date
In general, leave is unpaid. However, there are a few ways you may be able to receive pay during your medical leave of absence. Short-term disability (STD): You may be eligible to receive pay through company-provided STD. To apply for STD benefits, file a claim with Guardian online at guardianlife.com or call 1-800-268-2525. Be sure to submit all paperwork on time to avoid delays. You can submit a completed Claim Form to group STD_claims@glic.com. 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. Certain provisions will depend on the specifics of the STD plan.	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. PLEASE NOTE: 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.	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. You are required to contact the Leave Support Team and Guardian (if applicable) no later than 1 week before your expected return date (or ASAP). You must also submit a Return to Work Form or release note, completed by your treating provider. Doing so ensures accurate pay processing and timely reinstatement of your building and system access. To request an extension or accommodations for a work restriction, contact the Leave Support Team. PLEASE NOTE: 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.