



Below is a brief overview of the various leaves of absence that Roper St. Francis Healthcare offers its teammates.

Please always review the associated policies for the most up to date information and/or contact a member of the HR Benefits Team with questions.

Teammates who are absent from work for 14 or more consecutive calendar days are required to be on an approved leave of absence.

843-720-8400, Option 2

HRBenefitsTeam@rsfh.com

Leaves of Absence at a Glance

See subsequent pages for more specific information

	FMLA for your OWN Illness	FMLA for CARE OF FAMILY MEMBER	FMLA for BIRTH OF CHILD	FMLA for BONDING / ADOPTION	PLOA	ALOA for your own illness	MLOA
Can I use available EIH or PTO while on leave?	Continuous: 1.EIH - if exhausts then 2.PTO - if exhausts then 3.Unpaid Intermittent: See FMLA section below	1.PTO – if exhausts then 2.Unpaid	1.EIH - if exhausts then 2.PTO - if exhausts then 3.Unpaid	1.PTO - if exhausts then 2.Unpaid	1.PTO - if exhausts then 2.Unpaid	1.EIH - if exhausts then 2.PTO - if exhausts then 3.Unpaid	PTO – may be used for up to 31 days, if requested
Is my job protected while I’m on leave?	Yes	Yes	Yes	Yes	No	Contact HREmployeeRelations@rsfh.com	Yes – Subject to USERRA
What can I use this leave for?	Own Serious Health Condition	Care of immediate Family Member	Own Pregnancy	To bond with your child within the first year	Extended Vacation Education Mission Trip	Own Medical Condition	Deployment Military Training
Can this leave be taken Intermittently?	Yes	Yes	No	Yes	No	No	No
Can I keep my benefits while on leave?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Who approves this leave?	Sedgwick with notice to you & your Leader	Sedgwick with notice to you & your Leader	Sedgwick with notice to you & your Leader	Sedgwick with notice to you & your Leader if taken Continuously Sedgwick/Your Leader if taken Intermittently	Your Leader	Human Resources after consulting your Leader	Human Resources
How do I apply?	Sedgwick	Sedgwick	Sedgwick	Sedgwick	HR Benefits Team	HR Benefits Team	HR Benefits Team

FMLA (Family & Medical Leave Act)

An approved FMLA allows eligible teammates to take unpaid leave while protecting their jobs and group health benefits for up to a total of 12 weeks in a 12-month rolling period for properly certified/qualifying reasons.

<p>ELIGIBILITY REQUIREMENTS</p>	<p>Teammates must have twelve (12) months of service with RSFH (within the last 7 years) and have worked at least 1,250 hours during the twelve (12) months prior to the start of the leave.</p> <p>Circumstances that could qualify for FMLA include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Your own serious health condition 2. Care of an immediate family member (parent, child, spouse) with a serious health condition 3. Birth of a child 4. Bonding with a child within one year of birth 5. Placement of a child with the teammate for adoption or foster care for bonding within the first year 6. Military Caregiver* 7. Military Exigency 			
<p>LENGTH OF LEAVE</p>	<p>Approved FMLA provide teammates with up to twelve (12) weeks of unpaid leave during a rolling, twelve (12) month period.</p> <p>FMLA may be taken intermittently or on a reduced work schedule when documented to be medically necessary.</p> <p>*Military Caregiver – Military caregiver leave allows teammates to take up to 26 weeks of leave in a single 12-month period to care for a family member (spouse, son or daughter, parent, next of kin) who is a covered service member/veteran with a serious health condition.</p>			
<p>IS THIS A PAID LEAVE?</p>	<p>No; however, please see below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="410 1388 959 1902" style="width: 50%; vertical-align: top;"> <p>Own Serious Health Condition:</p> <p><u>Continuous:</u> Teammates must use available EIH and/or PTO for the duration of their approved leave of absence. If you wish to enter a no-pay status once your PTO balance reaches 24 hours, or below, please contact HRBenefitsTeam@rsfh.com.</p> <p>If you are enrolled in Short-Term Disability (STD), you may also be eligible to receive STD benefits. Please contact Aon (formerly Farmington) at 800-621-0067 for a STD application.</p> </td> <td data-bbox="959 1388 1547 1902" style="width: 50%; vertical-align: top;"> <p>Care of Family Member/Bonding:</p> <p>Teammates must only use available PTO for their approved continuous and/or intermittent leave of absence. If you wish to enter a no-pay status once your PTO balance reaches 24 hours, or below, please contact HRBenefitsTeam@rsfh.com.</p> <p>EIH and/or Short-Term Disability (STD) would not be applicable in this situation.</p> </td> </tr> </table>		<p>Own Serious Health Condition:</p> <p><u>Continuous:</u> Teammates must use available EIH and/or PTO for the duration of their approved leave of absence. If you wish to enter a no-pay status once your PTO balance reaches 24 hours, or below, please contact HRBenefitsTeam@rsfh.com.</p> <p>If you are enrolled in Short-Term Disability (STD), you may also be eligible to receive STD benefits. Please contact Aon (formerly Farmington) at 800-621-0067 for a STD application.</p>	<p>Care of Family Member/Bonding:</p> <p>Teammates must only use available PTO for their approved continuous and/or intermittent leave of absence. If you wish to enter a no-pay status once your PTO balance reaches 24 hours, or below, please contact HRBenefitsTeam@rsfh.com.</p> <p>EIH and/or Short-Term Disability (STD) would not be applicable in this situation.</p>
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	<p><u>Intermittent:</u> Teammates may use EIH following the use of sixteen (16) consecutive hours of PTO and/or unpaid hours.</p> <p>Teammates may also use EIH for follow up treatment or relapse of the same illness within 30 days of the original absence for which sixteen (16) consecutive hours of PTO and/or unpaid time was used.</p> <p>Short Term Disability (STD) is not applicable in this situation.</p>	
<p>HOW DO I APPLY?</p>	<ol style="list-style-type: none"> 1. Notify your leader as soon as you are aware that you need a leave of absence (30 days in advance, if possible). You are not required to tell your leader your condition or why you need a leave of absence, but you do need to notify them as soon as you are aware for scheduling purposes. 2. Start a FMLA claim with Sedgwick by phone (855-577-6802) or on their website (https://timeoff.yorkrisk.com/) 3. You will be sent documentation for you and your provider (or your family member's provider) to complete and return to Sedgwick. 4. Sedgwick will notify your Leader and the HR Benefits Team that you have initiated a leave of absence 5. After your FMLA documentation is submitted, Sedgwick will notify you, your leader, and the HR Benefits Team that your claim has been: <ol style="list-style-type: none"> a. Approved; b. Denied; or c. Undecided as additional information is needed to review your claim <p>It is your responsibility to ensure your physician submits your FMLA documentation to Sedgwick for review.</p>	
<p>IS MY JOB PROTECTED WHILE I'M ON APPROVED FMLA?</p>	<p>Yes</p>	
<p>CAN I KEEP MY BENEFITS WHILE ON FMLA?</p>	<p>Yes</p> <p>If you have available PTO and/or EIH (if applicable) available during your leave, RSFH will continue to deduct your benefit premiums from your paycheck.</p> <p>If you must take all, or part, of your leave as unpaid due to lack of PTO and/or EIH, you will be responsible for paying your benefit premiums outside of payroll deductions. You can contact the HRBenefits Team (843-720-8400, Option 2 or HRBenefitsTeam@rsfh.com) to determine how much you will owe each pay period. You are able to pay benefit premiums by mailing in a check/money order or making a payment by credit/debit card over the phone with a Benefits Specialist.</p>	
<p>RETURNING TO WORK</p>	<p>Generally, you will be reinstated to your former job or a substantially equivalent job upon return from an approved FMLA.</p>	

Prior to returning from continuous personal medical leaves, you will be required to provide Sedgwick with a health care provider's return to work release within 3 business days of anticipated return. Failure to submit within this timeframe may delay your ability return to work.

If you are cleared to return on an intermittent/reduced schedule basis or if there are restrictions, the provider will need to list out the restrictions/reduced work schedule and the duration for the accommodation. Sedgwick will need to confirm that your leader can accommodate the restrictions listed by your provider **PRIOR** to you returning to work.

If you are not able to return to work prior to FMLA exhausting, please contact the [HR Benefits Team](#) to discuss leave of absence options.

PLOA (Personal Leave of Absence)

An approved PLOA allows eligible teammates to take unpaid leave for personal (non-medical) conditions for up to a total of 3 months in a 12-month rolling calendar period. PLOA is approved or denied based on leader discretion.

ELIGIBILITY REQUIREMENTS	<p>All regular full-time (64-80 hours per pay period) and part-time (40-63.9 hours per pay period) teammates who have more than three (3) months of continuous service in a benefits eligible status may apply for a personal leave of absence. Temporary and PRN teammates are not eligible for a PLOA.</p> <p>Circumstances that could qualify for PLOA include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Care of a Family Member (if not applicable under FMLA) 2. Education 3. Extended vacation 4. Mission Trip
LENGTH OF LEAVE	PLOA may not exceed three (3) months in a rolling twelve (12) month period.
IS THIS A PAID LEAVE?	<p>No.</p> <p>However, you must use available PTO for the duration of your approved personal leave of absence. If you wish to enter a no-pay status once your PTO balance reaches 24 hours or less, please contact HRBenefitsTeam@rsfh.com.</p> <p>EIH and/or Short-Term Disability (STD) would not be applicable in this situation.</p>
HOW DO I APPLY?	<p>Requests for PLOA should be submitted thirty (30) days in advance, except for emergencies.</p> <p>You must complete and return a Request for Personal Leave of Absence form. The form can be requested from HRBenefitsTeam@rsfh.com and you must obtain an approval/signature from your leader and return the completed form to HRBenefitsTeam@rsfh.com</p>
IS MY JOB PROTECTED WHILE I'M ON APPROVED PLOA?	No
CAN I KEEP MY BENEFITS WHILE ON PLOA?	<p>Yes, for a limited period of time. Your Benefit Specialist will provide additional detail upon approval of your leave.</p> <p>If you have available PTO available during your leave, RSFH will continue to deduct your benefit premiums from your paycheck.</p> <p>If you must take all, or part, of your leave as unpaid due to lack of PTO, you will be responsible for paying your benefit premiums outside of payroll deductions. You can contact the HR Benefits Team (843-720-8400, Option 2 or HRBenefitsTeam@rsfh.com) to determine how much you will owe each pay period. You are able to pay benefit premiums by mailing in a check/money order or making a payment by credit/debit card over the phone with a Benefits Specialist.</p>

RETURNING TO WORK	<p>Approval of a PLOA does not guarantee the same position upon your return to work. Reinstatement will be based on staffing needs and an available approved position.</p> <p>You will need to work with your leader regarding your return-to-work date for scheduling purposes.</p> <p>You will also need to advise HRBenefitsTeam@rsfh.com that you have returned to work to update your status in the myHR HRIS system. Otherwise, you may not be able to clock in/out using your badge and/or make purchases using your badge.</p>
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ALOA (Administrative Leave of Absence)

An approved Administrative Leave of Absence (ALOA) allows eligible teammates to take unpaid leave for their own medical condition as a reasonable accommodation. Teammates must apply for and utilize FMLA (if applicable) prior to requesting an ALOA

ELIGIBILITY REQUIREMENTS	All teammates are eligible to apply for ALOA as a reasonable accommodation for their own medical condition regardless of FTE or length of service.
LENGTH OF LEAVE	Varies
IS THIS A PAID LEAVE?	<p>No; however, please see below.</p> <p>However, you must use available EIH and/or PTO. If you exhaust EIH and PTO, your leave of absence would be unpaid. If you wish to enter a no-pay status once your PTO balance reaches 24 hours, or below, please contact HRBenefitsTeam@rsfh.com.</p> <p>If you are enrolled in Short-Term Disability (STD) with Aon (formerly The Farmington), you may also be eligible to receive STD benefits. Please contact Aon (800-621-0067) for a STD application.</p> <p>If you are enrolled in Long Term Disability (LTD) with The Hartford you may be eligible to receive LTD benefits. Please contact The Hartford (1-800-549-6514) for an LTD application if your leave is expected to extend beyond the 90-day elimination period.</p>
HOW DO I APPLY?	<p>Contact HRBenefitsTeam@rsfh.com for an Administrative Leave of Absence application. You, your medical provider and your leader will need to complete portions of the application and you will then return the completed application to Human Resources.</p> <p>Human Resources will send a determination letter to you and your leader.</p>
IS MY JOB PROTECTED WHILE I'M ON APPROVED ALOA FOR MY OWN MEDICAL CONDITION?	Contact HREmployeeRelations@rsfh.com to discuss.
CAN I KEEP MY BENEFITS WHILE ON ALOA?	<p>Yes, for a limited period of time. Your Benefit Specialist will provide additional detail upon approval of your leave.</p> <p>If you have available EIH and/or PTO available during your leave, RSFH will continue to deduct your benefit premiums from your paycheck.</p> <p>If you must take all, or part, of your leave as unpaid due to lack of EIH/PTO, you will be responsible for paying your benefit premiums outside of payroll deductions. You can contact the HR Benefits Team (843-720-8400, Option 2 or HRBenefitsTeam@rsfh.com) to determine how much you will owe each pay period.</p>

	<p>You are able to pay benefit premiums by mailing in a check/money order or making a payment by credit/debit card over the phone with your Benefits Specialist.</p>
<p>RETURNING TO WORK</p>	<p>Every attempt will be made to reinstate you to your position. Reinstatement will be based on staffing needs and an available approved position.</p> <p>Prior to returning from ALOA, you will be required to provide Human Resources with a health care provider's return to work release within 3 business days of your anticipated return date. Failure to submit within this timeframe may delay your return to work.</p> <p>If you are cleared to return on an intermittent/reduced schedule basis or if you are assigned restrictions, your provider will need to specify the restrictions/reduced work schedule and the expected total duration of the restrictions. Human Resources will need to confirm that the restrictions can be accommodated within the scope of your job description PRIOR to you returning to work. If it is determined that your restrictions cannot be accommodated because they present an undue burden or hardship; may present safety concerns; and/or remove essential job functions, other options, as appropriate, will be discussed.</p>

MLOA (Military Leave of Absence)

An approved Military Leave of Absence (MLOA) allows teammates unpaid leave to serve the United States Armed Forces, National Guard or a reserve unit called into active duty.

ELIGIBILITY REQUIREMENTS	Thank you for your service! All teammates may request a MLOA.
LENGTH OF LEAVE	Duration of orders. It is your responsibility to notify your leader and HR of any extension to the original military orders with as much notice as possible.
IS THIS A PAID LEAVE?	No; however, you have the option of using Paid Time Off (PTO) up to regular scheduled hours for the first thirty-one (31) days or not taking PTO. EIH and/or Short-Term Disability (STD) would not be applicable in this situation.
HOW DO I APPLY?	You should notify your leader and HRBenefitsTeam@rsfh.com as soon as it is known that a MLOA is necessary. You are encouraged to show proof of military status and a copy of your orders before your leave is approved.
IS MY JOB PROTECTED WHILE I'M ON APPROVED MLOA?	Yes
CAN I KEEP MY BENEFITS WHILE ON MLOA?	Yes Benefits may be continued while you are on a MLOA. If the military leave is less than thirty-one (31) days, you may continue coverage by paying your share of the premium. If the period of military leave is thirty-one days or more, you may apply for health plan coverage at the premium associated with COBRA continuation coverage. You will be responsible for paying benefit premiums outside of payroll deductions. Contact the HRBenefits Team (843-720-8400, Option 2 or HRBenefitsTeam@rsfh.com) to determine how much you will owe each pay period. You can pay benefit premiums by mailing in a check/money order or making a payment by credit/debit card over the phone with your Benefits Specialist.
RETURNING TO WORK	Upon discharge, you will be reinstated to your original position or an equivalent position with equivalent pay, benefits, and other employment terms according to the provisions of Federal and State laws. To be eligible to return without loss of service, you must apply in accordance with federal laws and within the time prescribed below: <ul style="list-style-type: none"> • For a period of military service greater than 180 days, teammates must apply for reinstatement within ninety (90) days of completion of military service. • For a period of military service more than thirty (30) days but less than 181, returning teammates must apply for a reinstatement within fourteen (14) days of completion of military service. • For a period of military service less than thirty-one (31) days, returning teammates must report back to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the discharge plus eight (8) hours, or as soon as possible if reporting to work within this time frame is impossible or unreasonable through no fault of the teammate.

RETURNING TO WORK (CONT'D)	<ul style="list-style-type: none">• Previously discontinued medical insurance will be reinstated immediately upon return from military leave provided notification requirements for reemployment under Federal Law are met. Human Resources will discuss with teammates the reinstatement of other benefits. Teammates will be advised of pension plan credit and potential make up of missed voluntary contributions for retirement.
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