



Manager Tool Kit
Employee Disability & Leave of Absence Process

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This document provides an overview of the disability and leave process. Below are short leave type summaries that explain how Sedgwick will keep a VMware manager apprised when their employee requests a leave of absence.

Family Medical Leave Act (FMLA)

FMLA time away runs **concurrently** with all other Leave types. Our leave administrator, Sedgwick, is tracking the time away against the [Family Medical Leave Act \(FMLA\)](#) bank of time off a combined total of 12 weeks. The type of FMLA status updates a manager may receive are listed below: FMLA is Approved, Denied and/or Exhausted.

FMLA Approved. A primary requirement for FMLA is that an employee has worked at least 12 months and a total of 1,250 hours prior to their claim start date. Approval status of FMLA is **separate** from medical /short term disability (STD) for example: an employee may be on approved STD and at the same time be denied FMLA because they did not meet the work history requirement.

FMLA Denied. There are two primary reasons a denial notice may be sent, first, if the employee has not worked for VMW for twelve months prior to the claim date and two if the employee is taking time to care for a family member and they have not provided the necessary medical records to support the claim.

FMLA Exhausted. The FMLA exhaustion notice triggers when the combined time off from work equals a total of 12 weeks. This notice is simply an informational time tracker; **no action** is needed by a manager.

Short-Term Disability Medical Leave

There are several email Leave status notices sent to the manager over the course of the approved medical disability Leave claim. [Medical/Short Term Disability](#)

- **1st notice Medical Disability Leave start:** A medical leave of absence is dynamic and **subject to change**. The manager will receive email status updates from Sedgwick. A primary requirement of a disability claim is the treating physician must provide medical each month. Updates will either indicate that the claim is supported via a “**Claim extension**” email or, Sedgwick will provide the confirmed return to work date.
- **2nd notice Family Medical Leave (FMLA)**
FMLA time away runs **concurrently** with all other Leave types. Our leave administrator, Sedgwick, is tracking the time away against the [Family Medical Leave Act \(FMLA\)](#) allowed bank of time off, a total of 12 weeks. The type of FMLA notice a manager may receive listed below: FMLA Approved, Denied and/or Exhausted.

FMLA Approved. A primary requirement for FMLA is that an employee has worked at least 12 months and a total of 1,250 hours before their claim start date. Approval status of FMLA is separate from medical /short term disability (STD) for example: an employee may be on approved STD and at the same time be denied FMLA.

FMLA Denied. If the employee has not worked for VMW for twelve months prior to the claim start date, the denial notice is automatically sent. This is a standard notice and has no bearing on the medical disability claim itself (see #1 above).

FMLA Exhausted. The FMLA exhaustion notice triggers when the combined time off from work equals a total of 12 weeks. This is simply an informational email notice; **no action** is needed by a manager.

- **Return to Work:** Employees are coached at time of claim intake that it is their responsibility to stay connected w/ Sedgwick and alert them of any Leave changes; providing at least five (5) business days advance notice so that Sedgwick can in turn, alert their manager. Employee's may correspond with their Sedgwick representative by text, email, or phone.

NOTE: If there are any job accommodation requests, HR Source will review the medical release and work directly with the business to confirm if the accommodation can be supported, for example, the employee may need to return to work part time for specified period or, require a new workstation, or have their business travel restricted for xx amount of time, etc.

- The approved **Return to Work** notice triggers HR Data to amend the Workday Leave record followed by Payroll reinstating regular pay.

Long-Term Disability Medical

As a short-term disability claim nears completion (25 weeks' time off) the claim information will be transferred automatically to New York Life (NYL), our [Long-Term Disability \(LTD\)](#) administrator. NYL claim intake team will begin the review medical records and interview the employee to determine if the claimant meets the criteria to receive LTD benefits.

If an employee is approved for LTD, updates from Sedgwick* will cease at six (6) months and going forward, U.S. Benefits will keep the manager apprised of LTD claim status on a quarterly basis.

The business may review backfilling the role by engaging in conversation with the assigned HR Business Partner or Employee-Relations team member.

*If the employee is based in California, they may receive state disability benefits for up to twelve (12) months, 365 days.

Military Leave

Sedgwick will be sending several email notices directly to the manager throughout the claim. The emails will keep the manager apprised of the claim status from the start date to the return-to-work date.

1st notice Military Leave start: A military leave of absence is dynamic and subject to change. The manager will receive email status updates from Sedgwick.

2nd notice Return to Work: Employees are coached at time of claim intake that it is their responsibility to stay connected w/ Sedgwick and alert them of any Leave date changes; The employee is advised that they must provide at least five (5) business days advance notice so that Sedgwick can in turn, alert their manager of any claim updates. Employee's may correspond with their Sedgwick representative by text, email, or phone.

Paid Parental Leave (PPL): Paternity

Sedgwick, our disability and leave administrator, will be sending several claim notices directly to the manager throughout the claim. The emails will keep the manager apprised of the claim status from the start date to the return-to-work date.

- **1st notice PPL claim start date:** Sedgwick will send the initial email notice within 24 hours of the employee officially calling off work for PPL.

The manager is requested to confirm the employees' last day worked.

Employees may take up to 18 weeks of paid time off in two week increments or more. Time off must be taken within 12 months of the date of birth/adoption of a child.

If the employee resides in California

- The employee is paid under the California Paid Family Leave (CA PFL) plan for the first eight (8) weeks, not the business cost center. CA PFL and Family Medical Leave (FMLA) both run concurrently with VMware PPL time off.

If the employee resides outside of California

- If the employee resides in a state* that requires Paid Family Leave (PFL), their state required leave runs concurrently with VMware PPL time off. The state paid benefit will offset VMware PPL pay.

*States with PFL: District of Columbia, Massachusetts, New York, New Jersey, Rhode Island, Washington.

- **2nd notice Transition to Bonding:** When the employees' total time off surpasses eight (8) weeks, Sedgwick will send a Transition to Bonding email, this notice is a calendar tracker only, no action needed by the manager.
- **3rd notice FMLA Exhaustion:** Sedgwick is tracking all leave time against the federally required **Family Medical Leave Act (FMLA)** bank of 12 weeks. FMLA time off runs concurrently with the rest of the Leave; when the claim passes 12 weeks, Sedgwick sends an "FMLA Exhaustion" notice. This notice is FYI, no action is needed by a manager.

Preparing to return to work: employees are coached at time of claim to stay connected w/ Sedgwick and alert their assigned claim representative of any changes to their projected return to work date at least five (5) business days in advance so Sedgwick can keep the manager informed in a timely manner.

- **4th notice Return to Work (RTW):** following the employees' confirmation that they are returning to work; Sedgwick will send the official Leave Ending/Return to Work notice. The RTW notice will trigger VMware HR Data team to amend the Workday Leave record and US Payroll to reinstate active pay. It will take 24-48 hours for the return process workstreams to be completed.

Paid Parental Leave (PPL): Maternity

Sedgwick, our disability and leave administrator, will be sending several claim statuses directly to the manager's attention throughout the life of the claim. The emails will keep the manager apprised of the claim status from the start of the leave until the confirmed return to work date. Below is a summary of the type of claim notices:

- **PPL claim start notice:** The first portion of maternity time off is a medical/short term disability (STD) claim. The time away may last 6-8 weeks and is determined by the type of delivery the mother experiences. (natural birth or cesarean section)

After the physician approves the recovery from maternity/delivery is completed, the employee may opt to take time their remaining bank of time off in two (2) week increments up to the allowed total of 18 weeks of PPL.

If the employee resides in California

- Maternity/STD is paid thorough disability plan. Following STD time off, the next eight (8) weeks of their pay processes through the **California Paid Family Leave** plan (CA PFL) In total, up to 16 weeks of employee pay will transact outside of the businesses budget.
- CA PFL runs **concurrently** with VMware PPL time off.

If the employee resides outside of California

- If the employee resides in a state* that requires Paid Family Leave (PFL), their state required benefit will offset the VMW paid time off. It also runs **concurrently** with VMware PPL time off.

*Current states with Paid Family Leave: District of Columbia, Massachusetts, New York, New Jersey, Rhode Island, Washington.

- **2nd notice “Transition to Bonding”**: When the employees’ total time off surpasses eight (8) weeks, Sedgwick will send a “Transition to Bonding” email. This is a time away tracker notice; **no action** needed by the manager.
- **3rd notice FMLA Exhaustion**: Sedgwick is tracking all leave time against the federally required [Family Medical Leave Act \(FMLA\)](#) bank of 12 weeks. FMLA time off runs **concurrently** with the rest of the Leave; when the claim passes 12 weeks, Sedgwick sends an “FMLA Exhaustion” notice. This notice is FYI, **no action** is needed by a manager.

Preparing to return to work: employees are coached at time of claim to stay connected w/ Sedgwick and alert their assigned claim representative of any changes to their projected return to work date at least **five (5) business days** in advance so Sedgwick can keep the manager informed in a timely manner.

NOTE: If there are any job accommodation requests, HR Source will get in touch with the business to confirm the accommodation is approved. For example: the employee may return to work part time for xxx weeks.

- **4th notice Return to Work (RTW)**: following the employees’ confirmation that they are returning to work; Sedgwick will send the official Leave Ending/**Return to Work** notice. The RTW notice will trigger VMware HR Data team to amend the Workday Leave record and US Payroll to reinstate active pay.

Personal Leave of Absence (PLOA)

If the business approves an employee take a [Personal Leave of Absence](#), the manager and vice president provide Sedgwick with their email approval signatures. Following the business approval, Sedgwick will send the official PLOA start notice to HR Data.

The employee is responsible to stay in touch with Sedgwick and report their return in a timely manner.

Returning to Work / Accommodations

Employees are coached at time of claim intake it is their responsibility to stay connected w/ Sedgwick and to notify their assigned claim representative of any changes to their projected return to work date. Status updates should be at least **five (5) business days** in advance so Sedgwick can keep the manager informed in a timely manner.

After the employee confirms their return to work (and provided medical release if applicable) Sedgwick will send the official Leave Ending/**Return to Work** notice. The RTW notice will trigger VMware HR Data team to amend the Workday Leave record and US Payroll to reinstate active pay. Please allow 24-48 hours for the return process workstreams to be completed.

NOTE: If there are any job accommodation requests, HR Source will get in touch with the business to review and confirm if the accommodation is approved. For example, the release to return to work may indicate the employee may return to work part time for xxx weeks, or, the employee may require a workstation adjustment, no business travel for xx amount of time, etc. Once the business reviews and approves the accommodation, Sedgwick will process the Return-to-Work notice which triggers the workstream w/ HR Data and Payroll.