


# Getting to Know Your Leave of Absence Options



## Take Time Away When You Need It

Banner Health is committed to helping you take the time you need away from work — whether you spend it at home healing from a health condition, caring for a seriously ill family member or returning to school to take classes.

### Understand Which Leave Type Is Your Best Fit

As you might've guessed, there are many reasons for taking extended time away from work. Here's a quick look at some of the different types of leave:

- » **Family Medical Leave (FML)** provides 12 weeks of job-protected leave if qualified team members or their immediate family members have a serious health condition.
- » **Medical leave** covers up to 12 weeks for serious health conditions for team members who aren't eligible for FML.
- » **Educational leave** covers up to one year for team members to pursue their studies.
- » **Personal leave** provides up to 12 weeks for non-FML personal matters.

### Get Your Request Submitted

Contact the Banner Health-dedicated leave of absence team at Matrix | Reliance Standard by calling **888-295-7840**. You'll need to provide your address, phone number, six-digit Employee ID number, last four digits of your Social Security number and your Leader's name. Also, you should be ready to provide medical certification or other documents to validate your reason for leave.

### Make the Most of Disability Benefits

The Short-Term Disability (STD) plan provides you with pay at 60% of your pre-disability base pay for up to 182 days for lost time at work due to your own illness or non-work-related injury. If you're classified as a 0.5 full-time equivalent or more in Banner's HR system, and you are actively at work before the start of your claim, you're eligible for STD benefits. You can participate in the program after working for 365 days.

Maternity Short-Term Disability is six weeks\* at 100% of pay. There is no elimination period and no required use of time off or sick time during the six weeks.\*

If you still need leave time after the maximum STD payment period of 182 calendar days, you may be eligible for Long-Term Disability (LTD) benefits. LTD eligibility requirements are the same as STD requirements, and you will receive payments when approved to return to work.

### Keep Others Updated on Your Return-to-Work Status

Contact your Matrix | Reliance Standard Absence Specialist and schedule an appointment with Occupational Health. After Occupational Health provides the clearance document, give it to your Leader. Alternatively, if your status changes during leave and you can either return to work sooner or need an extension, let Matrix | Reliance Standard and your Leader know as soon as possible.

\* Any medical condition requiring disability leave beyond the six weeks for maternity at 100% coverage, including cesarean birth, will be covered at the standard 60% Short-Term Disability payment for the remainder of the leave.



# Frequently Asked Questions

**Q. If I need to request a leave of absence, who do I contact?**

**A.** Contact the Banner Health-dedicated leave of absence team at Matrix | Reliance Standard at **888-295-7840**.

**Q. What is required when I request leave?**

**A.** You'll need to provide your name, address, phone number, the last four digits of your Social Security number, physician's contact and fax information, a description of your illness or injury, job title and a brief description of your job. For non-medical leave, other validating documents like school registration are required.

**Q. How does Matrix | Reliance Standard help with ongoing leave management?**

**A.** Matrix | Reliance Standard reviews your case and within one business day sends you an eligibility notice and requests any additional information. Matrix | Reliance Standard then sends you a decision letter so you can establish your estimated return-to-work (RTW) date with your Leader.

**Q. What are the eligibility requirements for Family Medical Leave (FML)?**

**A.** Under the Family Medical Leave Act, you are eligible if you've been a Banner team member for at least 12 months and have worked at least 1,250 hours in the 12-month period before FML begins.

**Q. What should I do when I can return to work (RTW)?**

**A.** When you're ready to return to work, notify Matrix | Reliance Standard at **888-295-7840** and schedule an appointment with Occupational Health. Then give the clearance document you receive from Occupational Health to your Leader. If you think you might return to work sooner or later than your estimated return date, notify your Leader.

**Q. Do I qualify for Short-Term Disability (STD) or Long-Term Disability (LTD)?**

**A.** You qualify for STD if you are classified as a 0.5 full-time equivalent (FTE) per pay period and are actively at work before the start date of your claim. You can participate in either program after working for 365 days. Apply for STD and LTD by calling the Banner-dedicated team at Matrix | Reliance Standard directly at **888-295-7840**, online at **matrixabsence.com** or download the Matrix eServices Mobile app.

**Q. How do STD payments work?**

**A.** STD benefits begin after a seven calendar-day waiting period. The pay rate is 60% of your base hourly rate, or 100% of your base hourly rate if you're a resident or house staff. If you receive the 60% pay rate, you will use any available Paid Sick Time or Paid Time Off (PTO) to supplement the remaining 40%.

**Q. What if I'm approved for LTD but don't have a foreseeable RTW date?**

**A.** Please contact the LOA Support Team via email at **LOASupport@bannerhealth.com** or call MyHR Resource Center at **602-747-6947**.

**Q. What if I have more questions about leaves of absence?**

**A.** Contact a Matrix | Reliance Standard Absence Management Specialist at **888-295-7840**.