



LEAVE OF ABSENCE INFORMATION

Spectrum Brands uses New York Life – Group Benefit Solutions to administer leaves of absences, including the Family & Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) Accommodations, and disability benefits.

Reporting Your Absence

Timely reporting of your leave is critical to the continuation of your benefits and pay (if applicable). If you expect to be out of work or are out of work more than three days, either full-time or intermittently complete the following:

- **Must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable.** When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the normal call-in procedures.
- Notify your supervisor and your local HR Business Partner. You do not need to discuss private health issues when providing information.
- Report your absence to New York Life – Group Benefit Solutions. To initiate a claim, contact New York Life – Group Benefit Solutions at:
 - Online: mynylgbs.com (print your confirmation page)
 - Phone: (888) 842-4462 or (866) 562-8421 (Español)
 - the NYL GBS Intake Center is available Monday – Friday 7:00 a.m. – 7:00 p.m. central time
- You will be asked to provide some basic information, which will include:
 - **Personal information** – name, home address, phone number, email address, birth date and your Social Security Number
 - **Job Information** – supervisor's name and phone number and last day worked
 - **Illness/Injury Information** – Nature of the illness, how, when, and, if applicable, where the injury occurred, the date your disability began and when the disability commenced
 - **Treating Physicians or Medical Care Provider Information** – name, address, phone number, and fax number for each treating physician

Wage Replacement

Holiday Pay

As long as you are still receiving a paycheck from Spectrum Brands, you will receive 8 hours of holiday pay for Spectrum Brands holidays.

Short-Term Disability (STD)

STD benefits are payable when you are unable to perform the essential functions of your job, as determined by New York Life – Group Benefit Solutions, due to an illness, injury or pregnancy. In addition, you must be receiving appropriate care and treatment from a qualified healthcare provider on a continuing basis.

Non-Union Short-Term Disability is not payable during the benefit waiting period. There is a 7 calendar day waiting period unless hospitalized. If hospitalized, the waiting period is waived. Union has a 14 day benefit waiting period.

Supplementing Short-Term Disability (STD) for Non-Union Employees

You may choose to supplement your STD with accrued sick and/or vacation time to make your pay whole. Exempt salary employees must take sick and/or vacation time in increments of 4 hours, which may limit your ability to replace the full 100% of your pay. Any use of sick and/or vacation time should be requested through the Ceridian Dayforce System.

Union employees are not able to use sick and vacation time to supplement STD pay.

Benefit Deductions

Benefit deductions will continue to come out of your paycheck as long as you are receiving pay through Spectrum Brands. When your status becomes unpaid for 60 or more consecutive days, you will begin receiving bills from Optum to make your premium payments directly to them rather than your accumulated benefit premiums being deducted from your pay upon return from leave.

Return to Work

Following a medical leave, you must provide your HR Business Partner and New York Life – Group Benefits with a medical release from your healthcare provider at least 5 business days prior to your return.

A **Health Care Provider Statement of Medical Release to Return to Work** form is included in the FMLA packet for this purpose. Please note that you may not return to work without first submitting a Return to Work Certification that states that you are able to work and lists any restrictions on normal duties. If you come to work without providing the required documentation, you will be sent home until you provide medical certification that releases you to be able to return to work.

Contact Information

Benefits Department:

- Phone: 800-881-2562
- Email: benefits@spectrumbrands.com