



EMPLOYEE TIME OFF, DISABILITY, AND LEAVE OF ABSENCE FAQ

Category: Employment at SPB, Benefits & Wellness
Responsible Department: Human Resources

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Related Policies

This document is a collection of several of the frequently asked questions the Human Resources Benefits Team receives from employees as it relates to Employee Time Off, Disability Benefits, or Leaves of Absence and how compensation may be impacted accordingly.

General FAQs

1. Is it my responsibility to inform my manager/supervisor of my leave?

Yes. It is your responsibility to notify your manager/supervisor of a foreseen Leave of Absence 30 days in advance. If unforeseen, notification should be made to your manager/supervisor within 15 days of the leave start date. You are not required to discuss the nature of your Medical Leave with your manager/supervisor or department.

2. How do I apply for a Leave of Absence, Short Term Disability (STD), and Long Term Disability (LTD)?

To request a leave of absence, STD or LTD, contact New York Life- Group Benefit Solutions:

- a** Online: myNYLGBS.com
- b** Phone: (888) 842-4462 for English (the NYL GBS Intake Center is available Monday – Friday 7:00 a.m. – 7:00 p.m. central time)
- c** Phone: (866)-562-8241 for Español (the NYL GBS Intake Center is available Monday – Friday 7:00 a.m. – 7:00 p.m. central time)

*Request vacation time through your location's attendance process. For many locations, this is the Ceridian Dayforce system.

3. When should I request a leave of absence and what is considered reasonable notice?

When the need for leave is foreseeable based on the expected birth, placement for adoption or foster care, or planned medical treatment, employees should give 30 days' notice prior to the anticipated



leave start date. When the need for leave is unforeseeable, employees are required to provide reasonable notice within 15 days of leave start date.

4. What happens if I do not provide 30 days' notice for my leave request?

Where leave is foreseeable and there is no reasonable excuse for not giving 30 days' notice, Spectrum Brands can deny FMLA leave and presumably apply its other attendance policies.

5. Am I required to use my accumulated sick and vacation time while I'm on a leave of absence?

You are required to use sick and vacation if you are on a leave that is not for your own disability. For example, you take time off to care for a spouse, parent or child. If you take a leave of absence for your own disability, you are not required to use sick and vacation time.

6. What is an elimination period?

It is a period of continuous disability which must be satisfied before you are eligible to receive short term disability benefit payments. In other words, it is the length of time between the beginning of an injury or illness and receiving benefit payments. The elimination period begins on the day you become disabled and lasts 7 calendar days. The elimination period is waived if you are hospitalized on the first day of your illness or injury. In this case, short term disability payments start on the first day of your disability.

7. How will I be paid while on leave?

Regular pay is not continued while you are on a Leave of Absence. You may be eligible for disability pay. If you are a non-union employee and your disability claim has been approved by New York Life-Group Benefit Solutions, your short-term disability benefit will be paid by Spectrum Brands in your Spectrum Brands paycheck per pay period.

*Disability pay will be in your regular paycheck provided you submit all required forms to New York Life-Group Benefit Solutions and your leave and disability are approved. If your disability claim has been approved by New York Life- Group Benefit Solutions, your long-term disability benefit will be paid to you directly by New York Life- Group Benefit Solutions.

8. Am I required to use sick and vacation time during the STD elimination period?

No.



9. Can I use my accumulated sick and/or vacation time to supplement my STD pay to receive full pay?

Non-union employees can use sick and vacation time to supplement STD pay if the employee has the vacation balance to support the length of the leave. Exempt salaried employees must use sick and/or vacation time in 4 hour increments.

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

10. Will I be paid for holidays while I'm on a leave of absence?

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

11. Do I continue to earn vacation while I'm on a leave of absence?

If you use vacation and/or sick time while on your approved leave of absence you will continue to accrue vacation time for the hours of vacation and/or sick time you used. Your vacation time will accrue at the rate in effect prior to your approved paid leave of absence. You do not accrue vacation for an unpaid leave of absence.

12. Am I able to use vacation time before it is applied to my vacation balance?

Active employees may request vacation before it is applied to their vacation balance. Requests must be approved by your manager, but in no case will a request be approved that results in a negative 80-hour balance. Employees on leave may only request vacation hours from their accumulated vacation balance.

13. How will my benefit deductions be handled while I'm on leave?

As long as you are still receiving a paycheck from Spectrum Brands, your normal benefit deductions will be applied. Once you begin unpaid leave, 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 your return from leave.

14. I am approved for an intermittent leave. Do I need to report each absence to New York Life – Group Benefit Solutions?

Yes. After New York Life- Group Benefit Solutions notifies you that your request for an intermittent leave has been approved, you must report each absence to New York Life- Group Benefit Solutions,



both retro-actively and any planned future dates. Unless you report all absences, New York Life-Group Benefit Solutions has no way of knowing which absences should apply to your intermittent leave. Employees must comply with Spectrum Brands call-in procedures when they miss work. Employees must also designate their absence as an approved leave covered event each time intermittent leave is used. Failure to comply with these procedures may subject the employee to discipline up to and including employment termination.

15. What paperwork is required before returning to work?

Prior to returning to work following a medical leave, written authorization from your healthcare provider is required at least five (5) business days prior to your return. A Healthcare 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 work release to your HR Business Partner from your healthcare provider, listing 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 you are able to return to work.

16. What do I need to do if my doctor has not released me to return to work?

You are expected to return to work on the date indicated on your approved leave. If, toward the end of the leave, you find that you need more time, you must request an extension through New York Life-Group Benefit Solutions five (5) days prior to the end of your scheduled leave. Failure to return at the end of a leave with no request for an extension will be considered a voluntary resignation.

17. What do I need to do if I want to return to work early?

Your healthcare provider will need to give you a medical release to return to work, listing any restrictions on normal duties. Provide a copy of the healthcare provider's medical release to your HR Business Partner.

18. Do I receive pay while on military leave for active duty?

If you have worked at Spectrum Brands for at least one consecutive year as a full-time, regular employee, you are eligible to receive differential pay starting on day 15 of your consecutive active military leave.



19. Is Paternity leave paid?

Spectrum Brands will provide up to 4 weeks (120) consecutive hours of 100% paid parental leave to all full-time, working thirty (30) or more hours per week, non-bargaining employees who have been employed by the Company for the previous sixty (60) consecutive days. The amount of the benefit will be base salary, determined by regularly scheduled hours of work. Payment for Paid Parental Benefit will be paid on regular payroll dates. Eligible Spectrum Brands employees are allowed the Paid Parental Benefit during the first six (6) months following the birth, adoption, or foster care placement of a legally dependent child to be used in one (1) week increments.

20. My spouse/partner is going to have a baby. Why can't I use my vacation time instead of FMLA?

The bonding time following the birth of a child qualifies as protected leave under the FMLA. If your absence qualifies as FMLA leave, you must characterize that absence as FMLA. Accordingly, if you miss work for prenatal visits, you must call New York Life- Group Benefit Solutions and use FMLA time for the leave.

21. How does employee time off affect last day worked and termination date?

“Last Day Worked” is the last day that you perform assigned work at Spectrum Brands. Unused vacation balances may be paid out at termination, but they do not extend your Last Day Worked. Holidays that occur after your last day worked are not paid.