Q&A - Leave of Absence

**Q – What is a leave of absence?**

A – A leave of absence is time off of work outside of a scheduled, paid vacation and is triggered based on the reason and duration of the leave regardless if the time off is paid (sick / vacation / unpaid).

**Q – What are some examples of a leave of absence and when does a leave trigger?**

A – The following reasons and duration will trigger a leave status:

|  |  |  |
| --- | --- | --- |
| **Reason:** | **Leave Triggers:** | **Duration of Leave:** |
| Maternity/Pregnancy Disability | 1st day off work | Any Duration |
| Parental Leave / Baby Bonding | 1st day off work | Any Duration |
| Military Active Duty / Training Duty | 1st day off work | Any Duration |
| Personal Medical  | 4th day off work | Any Duration longer than 5 days |
| Personal Leave | 1st day unpaid | Up to 30 calendar days |
| Family Leave | 4th day off work | Any Duration longer than 5 days |

**Q – I want to use my unused, accrued sick time during my time off. Do I still have to apply for a leave of absence?**

A – Yes, a leave of absence is not triggered by how you will be compensated. It is triggered by the reason and duration of the leave.

**Q – How do I report a leave?**

A – Before going on a leave, or in case of an emergency, as soon as practical, contact:

- Your immediate Supervisor (to notify of time off)

- P&C Benefits (benefits@avinc.com) (to review your time off and entering time)

- AbsencePro (see – Leave of Absence\_Claim Submission Checklist) (to track your leave)

**Q – I don’t want to share with my Manager the reason for my leave, what do I tell them?**

A – You are not required to share personal medical information with your manager. However, you do need to communicate your intentions (time off, expected duration and return). You will need to follow the steps for a leave. Final approval determination of the leave, will be completed by our TPA, AbsencePro. For sensitive matters, you may work with P&C.

**Q – Who is AbsencePro?**

A – AbsencePro is AV’s third-party administrator for tracking absences.

**Q – What does AbsencePro do?**

A – When you need to apply for a leave of absence, they will review your need for the leave and determine if it meets State and/or Federal protected leave rules.  AbsencePro will work with your provider to get the appropriate information to make the determination.  They will also provide you with information, if applicable, on how to file for State Disability and Voluntary Short-Term Disability.

**Q – What does AbsencePro NOT do?**

A - They do NOT approve leaves, they only determine the type of leave and manage the leave.  Approval comes from P&C and your manager. They also do not coordinate your pay either with AV or the state.

**Q – How do I get paid while on a leave?**

A – There are several ways you could get paid while on a leave. Contact your P&C Benefits team, benefits@avinc.com, to discuss which leave pay options may apply in your situation:

* AV supplemental paid leave (maternity, parental, military)
* Accrued, unused Sick time
* Accrued, unused Vacation
* State Disability (available in some states)
* Voluntary Short Term Disability (if enrolled)

**Q – How do I enter my time when on a leave?**

A –If your leave is planned, you should have already coordinated with your manager and P&C on the dates. You will then enter a time off request in Autotime. If unplanned, your manager will work with payroll to assist with entering your time into Autotime on your behalf. P&C will advise on the amount of time to enter on a daily basis. You will be required to sign your timecards when you return from leave.

**Q – Can I work while on leave and how do I enter my time?**

A – If you are on a personal medical leave where your doctor has placed you TTD (totally, temporarily, disabled), you may not work during your leave. For other leave situations, please discuss with your manager and P&C. If approved to work part time during your leave, you will need to complete your timecard using the appropriate charge codes and only charging actual hours worked. If you are also using company paid leave, you should replace any paid leave hours (i.e. parental leave, maternity leave) with the hours worked.

**Q – What if I do not communicate with anyone on how to enter time for my leave?**

A – Where circumstances prohibit you from communicating with P&C or your manager, P&C will calculate your premium cost for benefits and instruct your manager and payroll to enter the appropriate paid time off to cover those costs to ensure your benefits continue during your leave.

**Q – Can I use DTO while on a leave?**

A – No. DTO is not to be used for any type of leave of absence.

**Q – What if I do not have enough accumulated sick or vacation time to cover my leave?**

A – You may go into an unpaid status. You will be required to continue to pay your premiums for insurance via a personal or cashiers check to AeroVironment on a monthly basis. Failure to make your premium payments will result in termination of your benefits. At which time you will receive notification of any applicable COBRA continuation rights.

**Q – Will my AV health insurance continue while on leave.**

A – There are three factors to the continuation of benefits during a leave.

1. Payment of Insurance Premiums

2. Duration of leave period

3. Other leaves in the prior 12 months

You are required to pay your insurance premiums while on leave. This can be accomplished either through payroll deductions from your paid leave time or via personal check payable to AeroVironment. Failure to make your payment will result in the cancellation of benefits.

AV will continue to pay the company portion of the insurance premiums during your leave for a period of up to a total of 120 calendar days (combined total leave days over a 12 month rolling look back period) so long as you also are current on the employee premiums, unless otherwise required by law to extend coverage longer. Once you have exhausted the 120 days, your insurance will be terminated.

Once your insurance is terminated, you will be offered applicable COBRA (continuation of coverage).

**Q – My state has state disability insurance / paid family leave pay, how do I apply?**

A – Visit your state coverage website for information and to apply:

 CA - [www.edd.ca.gov](http://www.edd.ca.gov) (Short-term Disability Insurance or Paid Family Leave)

 MA - <https://www.mass.gov/disability-benefits> (Social Security Disability Insurance)

 NY - <https://ww3.nysif.com/> (Disability Insurance)

**Q – I live and work from a state that does not have State Disability pay or Paid Family Leave, can I file against California’s plans?**

A – No. These plans are funded by your payroll based on your home state you live and work in.

**Q – I am returning from leave, what is needed?**

A – If returning from your own medical related leave, you must request and submit a return to work note from your attending physician which is dated within 2 weeks of your return. The note needs to state the date which you may return to work and what if any workplace restrictions apply.

Other leaves not related to your own serious medical condition, requires you to communicate with your manager and P&C regarding your expected return date.

**Q – When I return from leave, who do I notify?**

A – Notify your manager, P&C Benefits and AbsencePro prior to your return to work.

**Q – Will I have access to email and other AV systems during my leave?**

A – Depending on the nature of the leave your access to your accounts may be removed during your leave. Some considerations that impact access are length of leave, whether the leave is intermittent or not, and approval to work during your leave.