



FAQs

Q. What is the purpose of FMLA?

- A. The purpose of FMLA is to provide job and benefit protection to an employee while they are out of work. FMLA is a federally mandated, unpaid leave. Note there may be other leave of absence programs that provide job or benefit protection. Please contact the Leave Management office for additional information.

Q. Will I be paid while I'm out of work?

- A. You may qualify for payment through disability or paid family/medical leave programs. Eligibility for these programs varies, depending on multiple factors. Please contact the Leave Management office at LeaveManagement@bayada.com or **877-318-1764** for more information on your options.

Q. What if I do not qualify for FMLA?

- A. There may be other leave of absence options available to you. Please contact the Leave Management office at LeaveManagement@bayada.com or call **877-318-1764**.

Q. If I am out of work or on a reduced schedule due to a work-related injury, will I also need to file a leave of absence claim with MetLife?

- A. Yes. If you are out of work due to a work-related injury, you should still contact the Leave Management office to report your absence. Certain absence approvals are required for you to maintain your BAYADA health insurance while you're out of work.

Q. What happens if I fail to notify Leave Management office about my leave of absence?

- A. It's important that you notify the Leave Management office and your manager as soon as you are aware you may need to take a leave of absence. Failure to do so may result in an unprotected absence which may affect your job or BAYADA health insurance.

Q. If I am eligible for a disability or paid family/medical leave, do I also need to file for FMLA?

- A. Yes. Although disability or paid family/medical leave may provide payment to an employee during their leave, FMLA provides job and benefit protection.

Q. Do FMLA, disability, and/or paid family/medical leave begin one after another?

- A. No. FMLA, disability, and/or paid family/medical leave will run concurrently.

Q. Can I work while on a leave absence?

- A. No. You cannot work while on a continuous leave of absence. This includes but is not limited to: emails, phone calls, client visits, meetings, trainings, etc. If you are on an intermittent leave of absence, you cannot work while taking intermittent leave time.

Q. What do I do if I need assistance with MetLife?

- A. General questions such as, "if my leave is approved," or "when I can expect payment," can be directed to MetLife at **877-638-8262**. If you need additional assistance please contact the Leave Management office at LeaveManagement@bayada.com

Q. Am I required to use my own paid time off while on a leave of absence?

- A. While on FMLA, you must first use your accrued sick, vacation, and holiday time. This time will be counted as part of and does not extend FMLA. If you qualify for disability and/or paid family/medical leave, the use of paid time off should stop once these payments begin as it may reduce the total amount received under these programs.

Q. Will my BAYADA health insurance remain active while I'm on a leave of absence?

- A. Certain leave of absence programs provide benefit protection while you're on a leave of absence. If you are approved for a benefit protected leave, your BAYADA health insurance will remain active provided you continue paying your weekly premiums. For additional information, please contact the Leave Management office at LeaveManagement@bayada.com.

Q. How is Intermittent FMLA time tracked?

- A. Intermittent FMLA time will be tracked by your MetLife claim manager. When you need to utilize time under intermittent FMLA, you must report this to both your manager and your MetLife claim manager.

Q. I do not have health insurance through BAYADA, do I still need to file for FMLA?

A. Yes. It's important that you still file for FMLA as it will protect your job while you're out of work.

Q. What if I am on a leave of absence during annual performance review time?

A. Once you have returned to work, please connect with your manager to complete your performance review.

Q. How do I ensure that I know what's going on at BAYADA and my office while on a leave of absence?

A. While on a leave of absence, we want to make sure that your top priority is taking care of you. Any pertinent information will be made available to you from your leadership upon return to work.

Q. What will happen if I do not respond to MetLife or the Leave Management office within the specified absence time frames?

A. Failure to respond to MetLife or the Leave Management office may be considered job abandonment which could result in separation from BAYADA.
