
MANAGER LEAVE OF ABSENCE FREQUENTLY ASKED QUESTIONS

1. How do employees get paid during the short-term disability waiting period?

Employees can use available time off to cover the 7-day short-term disability waiting period. If they do not specify the type of time, the time will be deducted in the following order:

Vacation Rollover → Floating Holiday → Sick Leave → Vacation Time

If approved, short-term disability payments will begin on the 8th day (from New York Life).

2. Will employees get paid for holidays while on a Leave of Absence?

No. Holidays are only paid when an employee is in active status.

3. An employee is having/adopting a child. How do they add dependents to insurance?

Birth or adoption is a qualified family status change, allowing the employee to update their benefit coverage. Employees have 31 days from the date of birth/adoption to add their child to the insurance plan(s). Coverage will be retroactive to the date of birth/adoption.

To submit a family status change:

1. Visit ybr.com/ryman or call 888-438-9271.
2. Select “**Change your Coverage**” from the top of the page.
3. Click “**Having or adopting a child.**” (*cannot submit future-dated events*).
4. Add dependents* and update coverage as needed.

**When adding eligible dependents to coverage, employees are required to upload verification documents (ex. marriage license, birth certificate, etc.) through the Alight portal to confirm eligibility.*

4. How do employees pay insurance premiums while on leave?

If an employee is enrolled in the company’s benefits, they must pay benefit premiums to maintain healthcare coverage. If they are using paid time off (vacation, sick leave, parental leave, etc.), benefit premiums will be deducted from their paycheck as usual. If they are paid through short-term disability or using unpaid time, they will pay benefit premiums directly to Alight (“YBR”).

5. What if my employee returns before their set return to work date?

If an employee is returning from a leave of more than 5 consecutive days due to their own serious health condition, they must submit a completed ***Fitness for Duty Certification Form*** from their physician. Notify the Total Rewards as soon as the employee confirms their return to work so their access can be restored and payroll records updated.

2. What happens when a short-term disability claims ends?

The employee is expected to return to work. If they are not medically able to return:

- They may request reasonable accommodation.
- If unable to return even with accommodation, they may apply for Long-Term Disability (LTD) benefits.
- If approved for LTD, their employment may end on the last day of the month, in which the LTD benefits are approved.

If the employee can return in a modified capacity, they may submit an accommodation request and still qualify for LTD.

6. Can employees work remotely during a leave?

Employees are not permitted to perform work while on medical or disability-related leave unless specifically approved as part of a return-to-work or accommodation plan.