



Employee Checklist: What do to before Going on a Leave of Absence

Please take the following steps to prepare for your Leave of Absence from Ferrara:

1. Notify your Manager and Human Resources Department at least 30 days prior to taking your leave. If you are not able to inform them that far in advance, notify them as soon as possible. See list of HR email addresses below by location:
 - Corporate HR: HR.Corp@ferrara.com
 - Bellwood HR: BellwoodHR@ferrara.com
 - Itasca HR: ItascaHR@ferrara.com
 - Chicago 31st HR: LVL-HR@ferrara.com
 - Forest Park HR: FPIL-HR@ferrara.com
 - DeKalb HR: DKIL-HR@ferrara.com
2. Request of **Leave of Absence Packet** from Human Resources.
3. Contact Prudential to initiate an FMLA, Short Term Disability, and/or Parental Leave Claim (*if applicable to your situation*). A Prudential brochure will be included in your Leave of Absence packet. Prudential will inform you what information they need from you and/or your physician (*if applicable*) and by what date. You are responsible for meeting the deadlines imposed by Prudential.
4. If you are applying for Parental Leave, and plan to take advantage of the Phased in Return-to-Work benefit, complete a **Phased-in Return-to-Work Form** and submit it to your Manager and Human Resources for review and signature, at least four weeks prior to your return to work from Parental Leave. This form does not need to be submitted to Prudential.
5. If you are applying for Military Leave, complete a **Military Leave Form**, have it signed by your manger, and submit it to Human Resources.
6. If you are going on leave because you are becoming a new parent, this is a **Qualifying Life Event** which allows you to make certain changes to your existing benefit elections. You must make your benefit election change within 60 days of the birth or adoption of your child. You may do so by logging into the benefits portal at www.ferrarabenefits.com or through the Call Center at 888-681-22623. You may also update your life insurance beneficiary if you so choose, on the benefits portal or though the Call Center.
7. Before returning to work from Short Term Disability, contact your HR Department and Manager to align on your return-to-work date, and provide a doctor's release. (*if applicable to your situation*)

Following the company's PTO policy, any accrued PTO time you have available will be applied to the days you are away from work for which you would otherwise be unpaid. For example, if you are on a medical leave, there may be a 7-day waiting period until your STD benefits begin (except in the case of maternity or an accident in which case benefits pay on day 1). During the 7-day waiting period, your accrued PTO will be paid out to you.

Should your leave entitlement become exhausted, you are expected to return to work (with a full medical release, if applicable to your situation). Any absence beyond the leave entitlement may result in an unauthorized and unexcused absence.

Please contact your Human Resources Department if you have any questions.