

Leave of Absence Frequently Asked Questions



Who to Contact for Questions:

- Consult with your Manager or the Leave Team (leaves@nbly.com) for guidance on leave of absence procedures and requirements.

When to Initiate a Leave of Absence:

- Initiate a leave for absence if you are expected to be away from work for more than 4 days due to:
 - Medical (Health Conditions, Treatment)
 - Pregnancy
 - Bonding/Adoption/Foster Care
 - Military Service/Training
- Leave of absences should be requested at least **30 days** in advance unless it's an emergency.

How to Initiate a Leave of Absence:

- Submit a [Leave of Absence Request Form](#) which can be found on our website MyNeighborlyBenefits.com - [Leave of Absence](#). The Leave Team will contact you within 5 business days.

Leave Approval Notification:

- The Leave Team will notify you and your manager of the leave decision.

What if My Leave Isn't Approved Before My Start Date?

- If your leave request isn't approved before the start date, email Leaves@nbly.com to confirm the status.

How Will My Benefits Be Affected?

- You must continue paying your portion of benefits premiums during leave. The Benefit & Leave Specialist will notify you of payment amounts and deadlines.

Extending My Leave:

- To extend your leave, submit a new [Leave of Absence Request Form](#). **You should not assume that a request for an extension will be approved. Several leave types are capped at a maximum number of days. Your manager is not authorized to grant an extension.**

Failure to Return to Work:

- If you don't return to work on the agreed date without an approved extension, it will be considered job abandonment.

Short-Term Disability (STD) Benefits:

- Begins on day 0 for accidents, day 7 for illness/pregnancy.
- Benefits: up to 60% of weekly earnings, max \$1,250/week. Maternity leave is paid at 100% for the disability period only, bonding time is not covered by STD.
- Max duration: 12 weeks. PTO is applied during the STD elimination period.
- MetLife is the claim administrator and provides approval/denial notices to Neighborly.
- STD benefits, once approved are then payroll deducted on the next available biweekly payroll run.

References:

- MyNeighborlyBenefits.com - [Leave of Absence](#)
- [Policy 401- Family and Medical Leave Act-FMLA](#)
- [Policy 402 - Non-FMLA Leave Policy](#)