
TYPES OF LEAVES

Family Medical Leave Act (FMLA)

- Provides up to 12 weeks of unpaid, job-protected leave.
- Leave can be taken consecutively or intermittently.
- Available once per rolling 12-month period.
- Requires 12 consecutive months of employment and 1,250 hours worked in 12 months.
- Claims may be pre-filed up to 30 days before the expected start date.

Short-Term Disability (STD)

- Provides benefits for up to 25 weeks.
- Covers up to 60% of regular base pay, with a maximum benefit of \$2,500 per week.
- Available to full-time employees after 6 months of employment.
- Premiums are 100% Employer-paid.
- Benefits begin after a 7-calendar-day waiting period.
- If approved, New York Life issues eligible claim payment(s) directly to the employee.

Long-Term Disability (LTD)

- Provides benefits through age 65 (benefits may be available for those 65 or older).
- Covers up to 60% of regular base pay, with a maximum benefit of \$10,000 per month.
- Available to full-time employees after 6 months of employment.
- Premiums are 100 % Employer-paid.
- If approved, New York Life issues eligible claim payment(s) directly to the employee.
- If approved, employment may end if unable to return to work with/without reasonable accommodation.

Company-Paid Parental Leave

- Provides up to 4 weeks of paid leave for the birth, adoption, or placement of a child.
- Available to full-time employees after 90 days of employment.
- Leave must be used in one-week increments within 12 months of qualifying event.
- New York Life tracks leave usage, but payments are issued through company payroll.

Company Personal Leave

- Provides up to 30 days of unpaid leave (60 days with department leader's approval).
- Available to employees who are not eligible for FMLA, for important and urgent needs.
- Available once per rolling 12-month period.
- To request a Personal Leave of Absence, contact your department leader and HR.

Americans with Disabilities Act (ADA)

- Provides reasonable accommodation for qualified individuals with a disability, so that they can perform the essential job functions.
- The Company follows federal and state laws regarding the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).
- To request accommodation, contact New York Life.

Military Leave

- Provides up to 5 years of unpaid leave for military duty.
- Available to non-temporary employees called to service.

Workers' Compensation

- Employees must report any work-related injury or accident to manager/HR immediately.

Bereavement

- Provides up to 5 consecutive days of paid leave for the loss of an immediate family member.
- Available to full-time employees for funeral arrangements and services.

Jury Duty

- Provides paid leave for full-time employees who receive jury duty summons.
- Covers 100% of regular pay, in accordance with local statutes.
- Part-time employees are eligible for unpaid leave.
- Employees must present their jury duty summons or notice to their leader upon receipt.

STATE SPECIFIC LEAVES

Some states have specific laws and requirements for various types of leave. Below are some leave policies that may apply to you:

Nevada Domestic Violence Leave

- Provides up to 160 hours of unpaid leave to victims of domestic violence or their family/household members.
- Available once per rolling 12 months.
- Requires 90 days of employment.

Nevada Pregnant Workers Fairness Act

- Provides reasonable accommodation for conditions related to pregnancy, childbirth, or related medical conditions, unless it causes undue hardship for the business.
- Protects female employees from discrimination related to pregnancy.

Nevada School Activities Leave

- Provides parents, guardians, or custodians of a child enrolled in a public school to take 4 hours of leave per school year.
- Leave must be taken in at least 1-hour increments at a mutually agreed-upon time between the employee and their manager.
- Leave is unpaid unless the employee chooses to use available paid time off.

Tennessee Maternity Leave

- Provides up to 4 months of unpaid leave for pregnancy, childbirth, and infant nursing.
- Available to full-time employees after 12 consecutive months of employment.

LEAVE OF ABSENCE ELIGIBILITY OVERVIEW

Part-Time

- 0 - 12 months of Employment

May be eligible for the following

Company Personal Leave

- 12+ months of Employment
- Worked more than 1,250 hours

May be eligible for the following:

- Family Medical Leave Act (FMLA)
- Company Personal Leave

Need Help?

Contact the following teams:

Total Rewards Team:

totalrewards@rymanhp.com

Human Resources Team:

hr@rymanhp.com

New York Life:

Online: www.mynylgbs.com/auth
Phone: 888-842-4462 (English) or
866-562-8421 (Spanish)

Alight:

Online: www.ybr.com/ryman
Phone: 888-438-9271

Full-Time

- 0 - 6 Months of Employment

May be eligible for the following:

Company Personal Leave

- 6 - 11 Months of Employment
- Worked less than 1,250 hours

May be eligible for the following:

- Short Term Disability (STD)
- Long Term Disability (LTD)
- Company Paid Parental Leave

- 12+ Months of Employment
- Worked more than 1,250 hours

May be eligible for the following:

- Family Medical Leave Act (FMLA)
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Company Paid Parental Leave

*Eligibility subject to approval and supporting documentation