

# Continuous Leave Reference Guide

A continuous leave is taken in one uninterrupted stretch of time. For example, when an employee takes 6 weeks off for surgery and recovery.

## Continuous leaves can be taken for the following reasons:

- An employee's own serious health condition
- To care for a family member with a serious health condition
- Parental leave (including birth parent, non-birth parent, and adoption)
- Military leave and exigency

*\*For more specific details on our leave policies, visit our Benefits website for additional information and guides.*

After working for WWT for 12 months, you may be eligible for up to 12 weeks of FMLA leave. This is unpaid, job-protected leave and may run concurrently with applicable WWT paid leave policies. Once your leave begins, time taken will be deducted from your available balance. You will re-accrue any leave time you use a year after it was taken (on a rolling calendar basis).

## Who do I need to notify when I want to take continuous time off?

Your direct supervisor, HR (via the HR Portal), and Total Absence Management (TAM), our 3rd party leave administrator.

- To notify TAM:
  - By phone: 855-287-3420, open Monday – Friday (8am - 5pm CST) and Saturdays (7am - 3pm CST)
  - Through Vantage: Vantage > Leave > Request Leave

## Paperwork Required:

- Care for a family member:
  - FMLA medical certificate for a family member's health condition
- Care for your own health condition:
  - FMLA medical certificate for employee's own health condition
  - Return to work note
- Military leave
  - Training: Orders, drill schedules, or other signed unit documentation is required for WWT's paid military leave.
  - Active Duty: Leave and Earnings Statement is required for WWT's differential pay.

Paperwork can be faxed to TAM at 1-866-568-6444 or WWT's HR fax line at 1-314-919-1441.

*\*If you have restrictions or accommodations upon your return, please submit a ticket via the HR Portal.*

## Where can I find information about my leave details?

Call TAM at 855-287-3420 and a representative can assist with:

- Status of your leave request
- FMLA and company leave balances
- Leave extension requests