

LEAVE OF ABSENCE

Due to Employee's Own Medical Condition

- ✓ If you are (or will be) out of work for than 5 consecutive business days due to a certified medical condition, you will be eligible to file a request for Family and Medical Leave Act (FMLA) and Short Term Disability (STD) benefits.
- ✓ Family and Medical Leave Act provides up to 12 weeks of unpaid, job-protected time off for your own serious health condition.
- ✓ Short term disability benefits continue all or a portion of your income for up to a maximum of 26 weeks. Your continued income depends on your years of service. Payment of benefits is subject to approval from **The Hartford** Disability Service Center.
- ✓ Visit our website www.prusabenefits.com for the full policy on FMLA and STD.

PRIOR TO THE LEAVE

- If possible, give as much advance notice of your leave request to your manager. You do not need to provide specifics regarding your medical condition, diagnosis, or personal reason for the leave request.
- Notify PR Benefits Team of your leave request and intended dates by emailing NA.HumanResources@Pernod-Ricard.com.
- Submit a claim with **The Hartford** up to 30 days in advance. See **The Hartford** section below. The Hartford will answer your questions regarding your leave eligibility.
- Familiarize yourself with relevant information on Family and Medical Leave Act and short-term disability policies on this document and on the PRUSA Benefits [website](#).
- File with the state for applicable state paid leaves. Payment through Pernod is reduced by and coordinated with eligible state benefits.



DURING THE LEAVE

- Notify **The Hartford** to report your last day worked and your first full day absent from work.
- Submit all required documentation and forms to **The Hartford** as requested in a timely manner, ensuring it is completed in full.
- If your situation changes (e.g. change in duration) contact **The Hartford**. Please also notify the PR Benefits Team by emailing NA.HumanResources@Pernod-Ricard.com.

RETURNING TO WORK

- Notify **The Hartford** to confirm your return to work date.
- Notify PR Benefits Team to confirm your return to work date by emailing NA.HumanResources@Pernod-Ricard.com.
- If you are unable to return to work after your FMLA and state leaves are exhausted, contact your Human Resources Business Partner (HRBP), even if you are approved for short term disability benefits.

PAID DISABILITY BENEFITS

Years of Service	Amount
Up to 1 year	8 weeks full pay, then 18 weeks at 50% of salary
1 year to 5 years	8 weeks full pay, then 18 weeks at 60% of salary
5 years or more	8 weeks full pay, then 18 weeks at 70% of salary

Paid disability benefits begin on the sixth day of disability and, if approved, are paid in accordance with above chart. The 8 weeks of Disability benefits at full pay described above assumes you will use five days of paid time off (PTO) for the first five days of absence. This chart reflects the maximum paid disability benefits.

THE HARTFORD

To file a claim or request a leave call **1-888-301-5615** or file online with our claims administrator.

Prepare by having this information ready:

- Name, address, and key ID information (see below)
- Name of department and last day of work.
- Nature of claim or leave request.
- Your treating physician's name, address, and phone

Note: Processing times for claims can take up to 5 business days. Ensure you complete all necessary documentation.

Key ID
STD: 804742,
LTD: 804741
NY DBL/PFL: 800211
HI TDI: 298920

FREQUENTLY ASKED QUESTIONS

How will I be paid while I am on leave?

Short term disability benefits are reduced by or coordinated with any state disability benefits you may be eligible to receive. If you receive benefits from other income sources, the amount of your STD benefits will be reduced. Payment of benefits through company payroll is subject to approval from The Hartford. Depending on the approval date and pay cycle, your pay may be delayed.

What is the waiting period for Short Term Disability benefits?

The first 5 days out of work are an **unpaid** waiting period. You are required to use five days of paid time off (PTO), if available, before Disability Benefits begin. The first five days will only be paid to the extent PTO is available, otherwise you will not be paid for the 5-day waiting period.

Whose responsibility is it to update The Hartford and send documentation?

It is your responsibility to notify The Hartford and ensure all requested forms are submitted in a timely manner. To receive or continue your approved leave and/or STD pay, you must fully and promptly respond to The Hartford's requests for information, documentation, second opinion evaluations, and updates. **Failure to provide proper documentation may result in pay suspension.**

What should I do if my return-to-work date is extended or changed?

Ensure you have approval from The Hartford, notify your manager and the PR Benefits team. If you have exhausted FMLA and state leave, then you must work with HR and provide required documentation to consider whether the Company is able to grant you any additional leave.

What if I do not return to work from my leave?

Failure to report to work at the conclusion of a leave without requesting and receiving an extension of an approved leave will result in suspension of pay and may be cause for termination of employment.

HELPFUL RESOURCES

Employee Assistance Program

The EAP provides free and confidential counseling and services to you and your household family members.

BetterUp Care

BetterUp connects you to dedicated mental fitness coaching, tools, and support.

Is Short Term Disability the same as Family Medical Leave?

No. If eligible, Family Medical Leave (FMLA) is a job-protected leave for up to 12 weeks of **unpaid time off**. FMLA runs concurrently with other qualifying company and state provided benefits such as Short-Term Disability. All leaves and benefits are subject to approval from The Hartford. You may be approved for multiple leaves and benefits at the same time. For example, you could be approved for STD, but not FMLA. This would mean you are not approved to be absent from work. Ensure you are reviewing the information provided to you by The Hartford and ask your representative for further clarification if needed.

Is my bonus impacted if I go on a leave of absence?

For bonus-eligible employees, the Company will prorate the bonus for leave of absences more than sixteen (16) weeks. This applies to both:
(1) one leave of absence that is greater than 16 weeks and (2) multiple leaves of absences in a single fiscal year that aggregate to over 16 weeks. Proration is based on number of days actively worked within a fiscal year. Follow [this link](#) to view the full bonus plan document, please ensure you refer to the most recent fiscal year folder. For more information about the proration calculation, please contact NA.HumanResources@pernod-ricard.com.

Is my Paid Time Off (PTO) impacted while on a leave of absence?

Your monthly PTO accrual will stop when the leave is more than twelve consecutive weeks and will resume when you return to work. You can carry over up to 5 PTO days.

What should I do if I require a work accommodation when I return to work?

Contact your manager and HR Business Partner. If a work accommodation is necessary, Pernod Ricard will make reasonable accommodations for disability to allow employees to perform the essential functions of their job.

I sent my paperwork to The Hartford, why was I not paid through Pernod?

Payment of disability benefits through Pernod are subject to approval by The Hartford. Disability benefits will be paid out in accordance with regular pay cycles and may be delayed depending on when approval is received.

I am a manager, how do I delegate my Workday tasks?

You will need to follow the instructions [linked here](#) to delegate your tasks while you are away.