Requesting a Leave of Absence

1. Call Sedgwick at 1-888-436-9530 or visit *timeoff.sedgwick.com* to initiate a request for leave.
2. Contact your HR partner and/or manager per established department procedure.
3. Provide Sedgwick with information requested by the deadline given.

Processing Your Claim

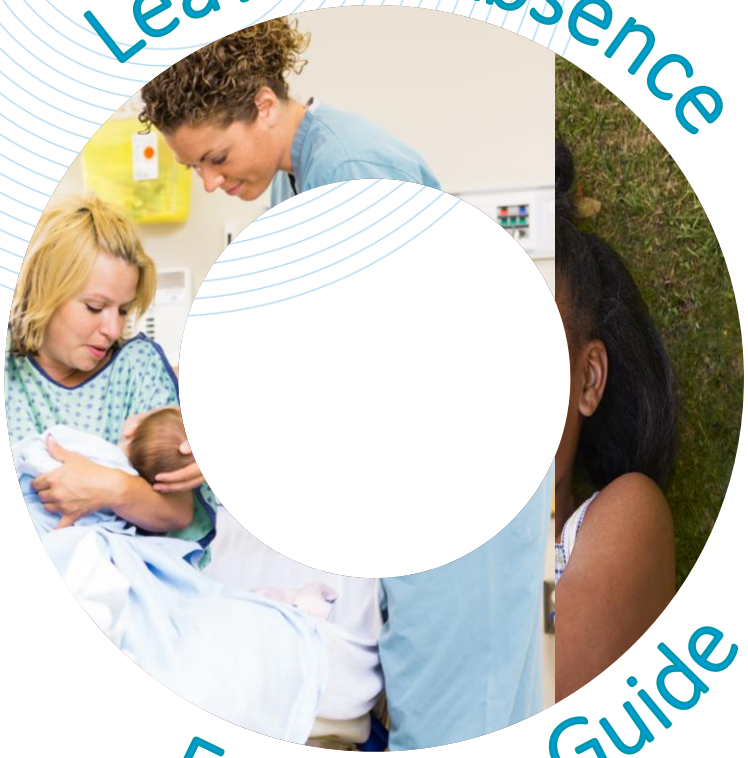
Once you submit a request for leave, you'll receive a packet of information to be completed and returned to Sedgwick by the due date specified. A Sedgwick claim representative will evaluate your request once all documentation has been received.

Your claim representative will maintain contact with you throughout the process and can answer any questions you may have about your leave of absence.

Your claim representative will also follow up with your manager, HR rep, and Leave team as needed to ensure timely and accurate processing of your claim.

Continue to follow LECO's attendance policy throughout your leave of absence.

Leave of Absence Employee Guide



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Family and Medical Leave Act (FMLA):
The FMLA provides eligible employees with up to 12 weeks of unpaid job-protected leave in a 12-month period for a qualifying reason.

American With Disablities Act (ADA):
Should you exhaust your 12 weeeks of job-protected leave or require leave before becoming eligle under the FMLA, you may be elegible for unpaid leave as an accommodation under the ADA. The Company reserves the right to determine if accommodations can be made and whether they present an undue hardhsip for the business.

Paid Leave:
*Employees on approved leave due to their own serious health condition may be eligible for **disability** insurance payments. Contact LECO_benefits@lincolnelectric.com if this applies to you.*

Eligible employees may qualify for paid Bereavement, Jury Duty, or Paid Parental Leave. Refer to your Employee Handbook for details.

Personal Leave of Absence:
When all other leave options have been exhausted, eligible employees may apply for an unpaid Personal Leave of Absence. The approval of PLOA is at the sole discretion of management.

Note: *In addition to the above, the Company adheres to all State-specific leave requirements.*

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Q: Am I eligible for FMLA leave?

A: You're eligible if you meet the following requirements:

- You've worked at least 12 months for your current employer
- You've worked at least 1,250 hours in the 12 months immediately preceding the requested leave
- You work at a site that has at least 50 employees within 75 miles

Q: What circumstances does the FMLA cover?

A: The following leave reasons are covered:

- Your own serious health condition prevents you from being able to perform your job
- You need time off to care for your spouse, child or parent with a serious health condition
- Your child is born or placed with you for adoption or foster care
- You need time off for a qualifying exigency, when your spouse, child or parent is on active duty in the Armed Forces
- You need to care for a covered servicemember who is your spouse, child, parent or next of kin (up to 26 weeks of leave may be taken for this purpose)

Q: How much notice should I give my employer and Sedgwick?

A: It depends on the circumstance:

- If your need for FMLA leave is foreseeable (like for a pregnancy or scheduled surgery), then notify your employer and Sedgwick at least 30 days ahead of time.
- If your need for FMLA leave is unforeseeable, then notify your employer and Sedgwick as soon as possible once you become aware of the need for leave.

Q: What information is needed to support my FMLA claim?

A: The most-common documentation required is a medical certification completed by a healthcare provider. Sedgwick will notify you of all necessary documentation and paperwork due dates. While Sedgwick can assist, it is ultimately your responsibility to provide the supporting documentation.

Q: What if I'm not sure whether FMLA would apply to my need for time off?

A: You'll want to contact Sedgwick to request FMLA leave if one of the following situations applies to you:

- You've been absent three or more consecutive days for medical reasons, and/or to care for a family member who is sick
- You have multiple absences due to the same health condition, and/or to care for a family member due to the same health condition
- You have multiple doctor visits and/or appointments for treatment
- You've added a child to your family
- You have absences related to a spouse's, son's or daughter's deployment to active duty