



BENEFITS

Employee Benefits Office

Requirements for a Medical Leave of Absence for All Hourly Employees

- If you are absent three (3) or more days, due to a medical condition, you must contact UniCare to open a Medical Leave of Absence (MLA).
- This requirement applies even if you are not eligible for Company-paid disability due to your seniority.
- Your MLA must be reported within five (5) days of your last date of work.
- Medical evidence to support your MLA is due within 14 days of your last date of work.
- You must be under the care of a licensed doctor of medicine (MD) or osteopathy (DO).

You are required to provide satisfactory proof of your need for MLA to your local plant medical department for the following situations:

- You are not eligible for Company-paid disability coverage;
- You have exhausted your disability benefits;
- You are receiving workers' compensation benefit;
- You are placed on No Work Available.

Reminder: Even if you fall under one of the four above situations, you still MUST initially contact Unicare to open your medical leave of absence.

Important! Failure to follow this process could impact your employment status.

Contacts for Assistance

Contact UniCare at 1-877-HRLY-MLA (1-877-475-9652), or your Union Benefit Representative, if you have questions about the process.

