

Key Points for Employees Taking Leave at Bi-State Development

- Federal regulations require a qualified employer to protect an eligible employee by applying Family and Medical Leave to the first 12 weeks for serious health condition(s) of the employee or qualified family members regardless if the employee has protection through other means (i.e. workers' compensation, Union contract).
- Employees will be responsible to know when their leave has ended. An end of leave date will be identified on the Designation Notice that is provided at the beginning of the approved leave; employees will not receive an 'End of Leave' notice. Additional absence time taken after the leave end date will be considered away-without-leave (AWOL) and rules of the current Attendance Policy will apply.
- Extension for an existing continuous leave must be requested prior to the end of the active leave to be considered as part of the initial leave. Notification after the prior leave has ended will move the request to a status as being a new leave request. Absences that take place after the initial leave, and prior to the new leave request, may be subject to the current attendance policy. Bi-State Development provides a five (5) calendar day grace period, from the first day of absence, for a new leave request to be reported to the Absence Management Department (314-982-1597). Absences outside the five (5) calendar day grace period will not be in consideration for leave based on Bi-State Development's FMLA policy.
- All employees who need to submit a *new* FMLA leave request must first notify his or her direct supervisor as soon as practicable once the need for leave is known.
- Employee requesting FMLA leave are required to call **QQuest** (1-866-638-7613) for each day of related absence, on the day of the absence, during the pending (prior to approval) request period. Employee finally approved for a *continuous* leave will not be obligated to call in for each day of related absence from the time they receive the approval through the recognized completion time of the leave. Employee on *intermittent* leave shall be required to call QQuest for each day of related absence, on the day of the absence, for the entire pending and approved period.
- Single vacation days, PPL, and PTO shall be used when taking leave for bonding, adoption/foster care of a healthy child and care for a family member's serious health condition prior to taking unpaid FMLA leave.
- Bi-State Development will only accept completed medical certification forms that are faxed/e-mailed either directly from the attending physician's office or original documents received through the US Postal Service, FedEx, UPS, equivalent delivery service or delivered in person. Faxed/e-mailed copies from personal residence or other places of business will not be recognized as authentic documents and will not be accepted as a legitimate submission.
- Bi-State Development will utilize the options of using a medical review officer and second/third opinion examinations in the FMLA process. The employee (possibly a family member) will have to attend these medical reviews on their own time for their request for leave. The employee or patient will not be paid for their time to attend medical reviews. The employee will also be responsible for any cancelation costs associated with missed appointments if the Absence

Management Department is not notified of the inability to attend the appointment prior to 72-hours [3 business days (Monday through Friday)] of the appointment time.

- Dishonesty, deception or fraudulent use of Family and Medical Leave is not protected under the federal guidelines. Bi-State Development will not condone deceitful use of FMLA and any employee determined to have engaged in this type of behavior with the FMLA process, will be subject to disciplinary action up to and including immediate discharge in accordance with the rules and policies applicable to the particular employee.