

# Leave of Absence Guide

## Non-Union Craft Disability & Maternity Leave

### Introduction

The purpose of this guide is to provide you the information you need to ensure a smooth leave of absence (LOA) process. A leave of absence is an extended period off work. At Mortenson, a leave of absence due to the team member's own serious health condition is called disability leave. Mortenson partners with Cigna Leave Solutions to administer all leaves of absence.

### Order of Contents

**Page 1:** Introduction and Overview

**Page 2:** Short-Term Disability

**Page 3:** Helpful Information

**Page 4:** Maternity Leave

**Page 5:** Disability Leave Checklist

**Page 6:** Maternity Leave Checklist

### Contact Information

- **Mortenson's HR Service Center:** 800-780-0642 or [askHR@mortenson.com](mailto:askHR@mortenson.com)
- **Cigna Leave Solutions:** 888-842-4462 or [www.myCigna.com](http://www.myCigna.com)

### Process Overview

1. Team member first contacts Mortenson's HR Service Center to notify them of team member's need for a leave.
2. Notify your supervisor of the dates you will be off work and the date you will be returning to work. Be sure to contact your supervisor if these dates change.
  - Under the Health Insurance Portability and Accountability Act (HIPAA), you are not required to share the medical or personal reason(s) you're off work with your supervisor or coworkers.
3. Team member contacts Cigna Leave Solutions to file disability claim.
4. Cigna Leave Solutions contacts team member's doctor to request medical documentation.
5. Team member's doctor sends medical documentation to Cigna Leave Solutions.
6. Cigna Leave Solutions reviews medical documentation and approves, denies, or asks doctor for more information.
7. Cigna Leave Solutions approves short-term disability claim through a specific date and informs team member via mail as well as Mortenson's HR Service Center.
8. Team member continues time off work. Team member receives STD payments directly from Cigna (not Mortenson) via paper check on a weekly basis.
9. The specific date in which Cigna Leave Solutions approved the STD claim through arrives. Team member either:
  - Returns to work:
    - Team member contacts HR Service Center and their supervisor to confirm return to work, and
    - Sends return to work note/fitness for duty form to HR Service Center AND their supervisor; or
  - Extends disability leave:
    - Team member contacts Mortenson's HR Service Center and their supervisor to notify HR them team member will file for an extension.
    - Team member contacts Cigna Leave Solutions to begin disability leave extension process. Cycle restarts at step 3.

## Short-Term Disability

Non-union craft team members are eligible for short-term disability if they are enrolled in Mortenson's medical insurance. Your STD payments will come from Cigna and not Mortenson. Cigna will mail you a paper check on a weekly basis. If you are hospitalized due to your health condition your STD will begin on day 1 of your absence from work. If you are not hospitalized due to your health condition you will have a waiting period before your STD begins.

### **Short-Term Disability (STD)**

Cigna reviews the medical documentation submitted by your doctor and finalizes the dates you will be approved for STD. STD payments will begin once Cigna Leave Solutions approves your claim.

#### ***Hospitalized***

- **Week 1 - 26:** \$500 per week (taxable)

#### ***Not Hospitalized***

- **Week 1/STD Elimination Period:** Unpaid
- **Week 2 - 26:** \$500 per week (taxable)

## Helpful Information

### Family Medical Leave Act (FML or FMLA)

- FML provides eligible team members up to 12 weeks of unpaid, job and benefits-protected leave per year.
- To be eligible for FML you must have been employed with Mortenson for at least 12 months and worked at least 1,250 hours over the past 12 months.
- FML runs concurrently with disability leave.
- You cannot extend your time off under disability with FML.
- Cigna Leave Solutions manages the administration of FML.
- Please visit the United States Department of Labor's website for more information:  
<https://www.dol.gov/general/topic/benefits-leave/fmla>.

### Benefits

- Any Mortenson benefits you are currently enrolled in such as medical, vision, dental, life, etc. will remain active while you are on an approved leave of absence.

### Paychecks

- Non-union craft team members will receive STD payments directly from Cigna via paper check on a weekly basis.
- If you have questions about your STD payments contact Cigna Leave Solutions.
- If you need copies of pay stubs please contact Payroll at [payroll@mortenson.com](mailto:payroll@mortenson.com).

### PTO

- You do not accrue PTO while on a leave of absence.
- You cannot submit PTO while receiving STD.

### Medical Insurance Questions

- If you have questions regarding your Mortenson medical insurance such as coverage, in-network health providers, claims, or bills please contact United Healthcare (UHC) directly at 833-209-6462.
- Mortenson's medical insurance policy is 0918505.
- You can find your ID number on the UHC website ([www.myuhc.com](http://www.myuhc.com)) or on the United Healthcare app if you have a smart phone.

### Your Supervisor

- Keep your supervisor updated with the dates you'll be off work and the date you will come back to work so he/she can make necessary work arrangements.
- Under the Health Insurance Portability and Accountability Act (HIPAA), you are not required to share the medical or personal reason(s) you're off work with your supervisor or coworkers.

## Maternity Leaves Only

### What will my paycheck look like while I'm off work?

Below are examples of what your pay *could* look like while off work if you are eligible for FMLA and choose to take all 12 weeks. Please know each team member's situation is different based on their delivery type, current PTO balance, FMLA eligibility and usage. The HR Service Center will work with you to ensure you understand what your paychecks will look like while you are off work.

#### Vaginal Delivery Example (6-week recovery)

Week Number	Income	Leave of Absence Type
Week 1-6	STD: \$500 per week (taxable)	FML & Disability
Week 7-12	Unpaid – if you would like to submit PTO during FML please contact the HR Service Center	FML

#### Caesarian Delivery Example (8-week recovery)

Week Number	Income	Leave of Absence Type
Week 1-8	STD: \$500 per week (taxable)	FML & Disability
Week 9-12	Unpaid – if you would like to submit PTO during FML please contact the HR Service Center	FML

## Your Disability Leave Checklist

### 1-2 Weeks Before Disability Leave/Due Date or Right Away if Already Off Work:

1. Contact Mortenson's HR Service Center to notify them of your need for a leave of absence and to answer the following questions:
  - a. When is/was your last date worked?
  - b. When is/was your first date off work due to your health condition?
  - c. When is your estimated return to work date?
  - d. What is the best phone number and/or email address to contact you at while off work?
2. Contact Cigna Leave Solutions to file your STD claim.

### While You Are on Disability Leave:

- Who do I call with questions?
  - Mortenson HR Service Center if you have questions about: benefits or PTO.
  - Cigna Leave Solutions if you have questions about: STD payments, the status of your claim, if Cigna has received medical documentation from your doctor, etc.

### Return to Work or Extend Disability Leave

**Cigna Leave Solutions will approve your STD claim through a specific date. Please make note of this date because you must take action 7 business days before this date.** You will either return to work the business day after or extend your disability leave.

1. Return to Work:
  - i. Contact Mortenson's HR Service Center at least 7 calendar days prior to the STD end date to confirm your return to work date.
  - ii. Email your Return to Work/Fitness for Duty form completed by your doctor to [askHR@mortenson.com](mailto:askHR@mortenson.com). Cigna should have mailed this form to you.
  - iii. Contact your supervisor to discuss your return to work.
2. Extend Disability Leave
  - a. If your doctor has stated you are not able to return to work, follow these steps:
    - i. Contact Mortenson's HR Service Center 7 calendar days prior to the STD end date to inform them you are extending your disability leave.
    - ii. Contact Cigna Leave Solutions to begin the extension process.
      1. If you do not contact Cigna Leave Solutions in a timely fashion your paychecks may be delayed.
    - iii. Contact your supervisor to notify them you will be off work longer and provided a new estimated return to work date.

## Your Maternity Leave Checklist

### 1-2 Weeks Before Due Date

1. Contact HR Service Center 1-2 weeks before your due date to notify them of your upcoming maternity leave and answer the following questions:
  - a. When will be your last date worked?
  - b. When is your due date?
  - c. If eligible, are you taking the full 12 weeks of FML?
  - d. What is the best phone number and/or email address to contact you at while off work?
2. You may contact Cigna Leave Solutions to file your STD claim, however, you will need to contact them again after your baby is born.

### When Baby is Born

1. Contact Cigna Leave Solutions within one week of your baby's birth to file your claim.
  - a. If you contacted Cigna before your baby is born you will need to contact them again after your baby is born.
2. Contact HR Service Center to:
  - a. Confirm your baby's date of birth.
  - b. Add baby to Mortenson insurance within 91 days of baby's birth date.

### Who to Call While You Are Off Work:

- **Mortenson HR Service Center** if you have questions about: benefits, PTO, FML dates, or adding baby to insurance.
- **Cigna Leave Solutions** if you have questions about: the status of or questions about your STD claim, STD payments, if Cigna has received medical documentation from your doctor, etc.

### Return to Work

**Cigna Leave Solutions will approve your STD claim through a specific date.**

- **If you are eligible for Family Medical Leave:**
  - The date after your STD expires you will transition from FML/disability leave to just FML leave.
  - When your FML expires, you should return to work the next business day.
    - If you choose to be off work longer than 12 weeks you must work with your manager. Once FML ends you will not work with the HR Service Center or Cigna Leave Solutions. You are responsible for entering your time off.
- **If you are NOT eligible for Family Medical Leave:**
  - When your STD expires, you should return to work the next business day.
    - If you choose to be off work longer you must work with your manager. You will not work with the HR Service Center or Cigna Leave Solutions. You are responsible for entering your time off.