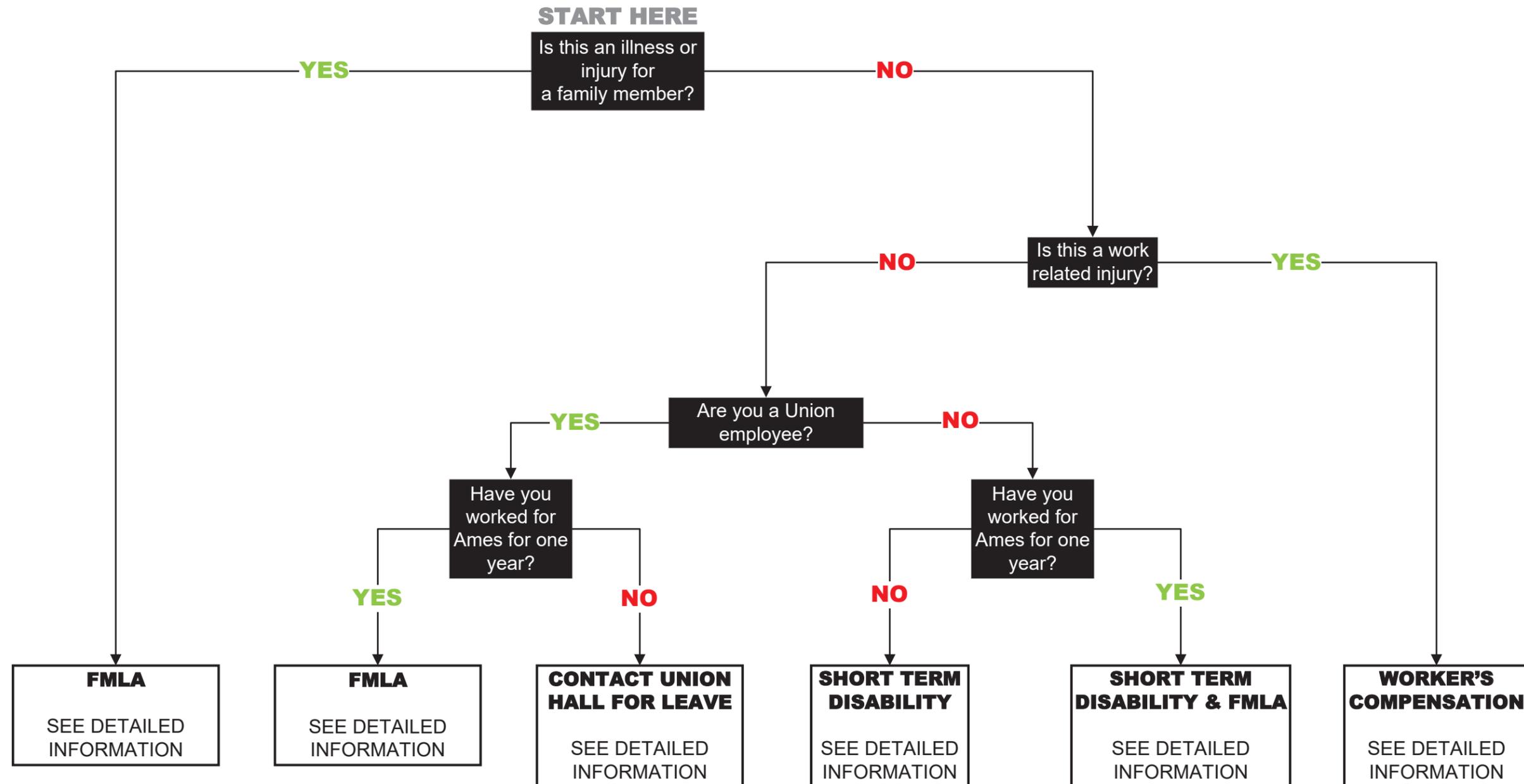


LEAVE OF ABSENCE FLOW CHART



FMLA
Union/Non-Union

Eligible after 1 year of employment and 1,250 work hours.

Can be taken for an employee's own medical condition, to care for a family member, the birth or adoption of a child, or reasons related to a family member's military service.

Up to 12 weeks of unpaid, job protected leave.

Non-union employees are eligible to remain on health benefits and the employee is responsible for any missed insurance premiums.

STATE LEAVE
Union/Non-Union

Eligible leave varies depending on state.

PARENTAL LEAVE
Union/Non-Union

Eligible beginning the first of the month after hire.

Ames paid benefit for maternity, paternity, or adoption leave.

Runs concurrently with FMLA when applicable. Up to 6 weeks of paid leave for childbearing partner or primary caregiver in the event of adoption; up to 1 week of paid leave for non-childbearing partner or secondary caregiver in the event of adoption.

Paid benefits are 100% of regular base pay.

Health benefits are continued during paid parental leave and the employee is responsible for any missed insurance premiums.

Employee is ineligible for short-term disability.

Employee does not accrue vacation time during parental leave.

SHORT TERM DISABILITY (STD)
Full-time, Non-Union

Eligible beginning the first of the month after hire for non-work-related injuries.

Runs concurrently with FMLA when applicable.

Up to 12 weeks: 1 week waiting period + 11 weeks of STD. Accrued sick or vacation time may be used for the 1 week waiting period.

Covers 70% of base wages up to \$2,100 per week, paid through Ames payroll. Employees remain on benefits for the duration of STD. Employee is responsible for any missed insurance premiums.

If unable to return to work after 12 weeks, the employee may be eligible to transition to Long Term Disability. Employees unable to return to work will be terminated.

LONG TERM DISABILITY (LTD)
Full-time, Non-Union

After 12 weeks of STD is exhausted, the employee may be eligible for Long Term Disability.

Covers 50% of base wages (non-taxable) up to \$10,000 per month, paid through Prudential. Employee is terminated and eligible for COBRA. Ames will pay for two months of COBRA coverage if elected by the employee.

WORKER'S COMPENSATION
Union/Non-Union

Applies when an employee has been injured on the job.

Employee will remain active for 12 weeks and will be terminated if unable to return to work at the end of those 12 weeks.

Non-union employees are eligible to remain on health benefits for 12 weeks.

Employee is responsible for any missed insurance premiums.

UNION:
Employee contacts Area Office HR to complete FMLA paperwork and provide a physician certification.

NON-UNION:
Employee contacts Prudential to file a claim and provides medical information, as applicable. To file a claim, contact Prudential directly at 877-367-7781.

Area Office HR provides documentation to Corporate HR.

Corporate HR will review the eligibility and documentation, and will notify the employee with a designation notice indicating whether the requested FMLA has been approved or denied.

Corporate HR informs Area Office HR when Prudential has reported the employee's claim being filed, and when Prudential has approved or denied the claim.

Employee contacts Prudential if they intend to return to work early. Medical certification has to be approved by Prudential prior to returning to work.

Employee must notify Area Office or Corporate HR if they plan to return to work early and provide medical clearance as needed.

CA: Call CA Employment Development Department (EDD) at 877-238-4373

CO: Call Prudential at 877-367-7781

MN: Call Prudential at 877-367-7781

Employee must notify Area Office or Corporate HR if they plan to return to work early and provide medical clearance as needed.

Employee completes the Parental Leave Policy & Request Form a minimum of 30 days prior to event.

After the birth or adoption, the employee must submit required documentation to support the leave request (medical certificates, adoption paperwork, etc.)

Corporate HR reviews and approves leave and communicates to payroll department.

UNION:
Ineligible for the Ames sponsored disability plan. Employee should contact their Union Hall regarding any disability benefits.

NON-UNION:
Employee contacts Prudential to file a claim and provides medical information, as applicable. Contact Prudential directly at 877-367-7781.

Corporate HR informs Area Office HR when Prudential has reported the employee's claim being filed, and when Prudential has approved or denied the claim.

Employee contacts Prudential if they intend to return to work early. Medical certification has to be approved by Prudential prior to returning to work.

UNION:
Ineligible for the Ames sponsored disability plan. Employee should contact their Union Hall regarding any disability benefits.

NON-UNION:
All disability claims are administered by Prudential. To file a claim, contact Prudential directly at 877-367-7781.

Employee contacts Area Office Safety Manager.

Employee completes forms & provides all necessary details of the incident.

Area Office Safety Manager completes an Incident Report.

Area Office Safety Manager submits Worker's Compensation claim to the Corporate Claim's Manager who will work with the insurance company.

IF ACCEPTED:
Employee receives medical treatment as recommended

IF DENIED:
Employee may file an appeal or seek further clarification.



Ames Construction

