

## Leave Management Frequently Asked Questions

Below are a number of Frequently Asked Leave Management Questions. If you have questions not addressed in this document, please feel free to reach out to [leavemanagement@lubrizol.com](mailto:leavemanagement@lubrizol.com).

### Who is The Hartford?

The Hartford administers our leave management programs: Short Term Disability, Family Medical Leave, Military Leave, and Parental Leave. The Hartford is also the insurer for our Long Term Disability program, basic life insurance, and supplemental life insurance. To learn more about The Hartford as a company, click [here](#).

### How do I initiate a leave with The Hartford?

Call The Hartford at 1-866-712-3510 to initiate a leave of absence.

### When do I need to call to initiate a leave with The Hartford?

If your absence is scheduled, such as an upcoming hospital stay, call The Hartford 30 days prior to your last day of work. If unscheduled, please call as soon as possible.

### What do I need to initiate a leave?

Have this information ready when you call:

- Name, address and other key identification information.
- Name of your department and last full day of active work.
- The nature of your leave request.
- Your treating physician's name, address, phone and fax numbers.

With your information handy, call The Hartford at 1-866-712-3510.

### What is Paid Sick and Family Leave?

Paid Sick and Family Leave provides paid time off for employees. Paid Sick and Family Leave provides enhanced flexibility to use paid time off to care for family members in addition to themselves.

### Who is eligible for Paid Sick and Family Leave?

All regular U.S. employees of The Lubrizol Corporation and its subsidiaries who are not covered under a collective bargaining agreement.

### I am in a state that requires Lubrizol to provide paid sick time. How does this work with Paid Sick and Family Leave?

If the paid sick time required by the state in which you work is less generous than Lubrizol's Paid Sick and Family Leave program, you will be eligible for paid time off under Lubrizol's program. If your state provides a more generous allotment of paid sick time than Lubrizol's program, you will be eligible for paid sick time that is required by your state. Contact site HR for questions.

### For what types of absences can I use Paid Sick and Family Leave?

You may take Paid Sick and Family Leave time because of personal illness; injury; medical appointments; or meetings related to domestic violence, sexual assault, or stalking, including treatment, counseling, or obtaining legal services. You may also take Paid Sick and Family Leave to care for or provide assistance to family members or resident members of your household with any of the foregoing, or for school or care center closures, to attend school-related conferences, meetings, or events regarding your child's health or education. Paid Sick and Family Leave must be taken for one of these reasons and is not to be used to supplement vacation time.

**What's the definition of family member under the Paid Sick and Family Leave policy?**

Family members include parent, father-in-law, mother-in-law, spouse, domestic partner, aunt, uncle, sibling, brother-in-law and sister-in-law and their spouses, child, stepchild, niece, nephew, first cousin, stepparent, grandparent, grandchild, son-in-law, daughter-in-law; a domestic partner's child, stepchild, grandchild, parent, stepparent, and sibling and the sibling's spouse; other adult household member; and a person who has acted in the place of a parent.

**When do I receive my allotment of Paid Sick and Family Leave for the year?**

You will receive 40 hours of Paid Sick and Family Leave each January 1.

**What allotment do I receive during my first year of hire?**

It depends. Paid Sick and Family Leave is provided on a prorated schedule depending on your hire date:

- Hire date of January 1 – March 31: 40 Hours
- Hire date of April 1 – June 30: 30 Hours
- Hire date of July 1 – September 30: 20 Hours
- Hire date of October 1 – December 31: 10 Hours

**Will I be paid at the end of the year for any of my Paid Sick and Family Leave time hours that I do not use? Will the hours rollover?**

No. You will not be paid if you do not use the 40 hours, and the time will not roll over to the following year.

**In what increments can I use my Paid Sick and Family Leave?**

An employee may use Paid Sick and Family Leave in one hour increments.

**Do I have to notify my manager that I'm going to use Paid Sick and Family Leave?**

Yes. For planned absences, you must notify your supervisor of the need for Paid Sick and Family Leave as soon as you are aware of the need. For unplanned absences, you must notify your supervisor at the beginning of your scheduled work day or shift, or as soon as practical in an emergency situation.

**Are FMLA and Paid Sick and Family Leave the same thing?**

No. Approved FMLA provides job protection when a person is off from work for their own medical condition or care of a family member but does not pay for that time off. The 40 hours of Paid Sick and Family Leave represent the 40 hours of pay that Lubrizol provides to our employees for their time off work for absences addressed under the Paid Sick and Family Leave policy.

**If I am on a continuous FMLA leave to care for a family member, will I be paid through the Short Term Disability program?**

No. Care of a family member will not fall under the 25 weeks of paid Short Term Disability, as Short Term Disability is for an employee's own medical leave. For your FMLA leave to care for a family member, you will be able to use Paid Sick and Family Leave. If your site attendance policy allows, you will be able to use vacation time once you exhaust the 40 hours of Paid Sick and Family Leave. You may also wish to discuss flexible work arrangements with your manager.

**Will working from home because I have a cold and don't want to spread it around the office still be considered part of a flexible work schedule between my manager and me or do I have to use Paid Sick and Family Leave?**

We continue to strongly encourage the use of a flexible work schedule between employees and their managers. If you can work from home, or make up your hours, you won't need to use any of your Paid Sick and Family Leave time.

**Can I use the new Paid Sick and Family Leave for my medical or dental appointments for myself? Prior to this, I've always had to use my vacation time.**

Yes. You can use Paid Sick and Family Leave for medical or dental appointments. You can also use Paid Sick and Family Leave to attend appointments for family members.

**Does this mean that on January 1st, I will have 5 paid sick days to take during the year without needing a doctor's excuse?**

On January 1<sup>st</sup> you will have 40 hours of Paid Sick and Family Leave to use throughout the year. Specific site attendance policies may still require a written doctor's excuse. Please check with your local HR contact.

**When am I required to fill out FMLA paperwork?**

If you are off work for more than 3 consecutive days, contact The Hartford on day 4 so that you can initiate FMLA paperwork. The Hartford will mail you FMLA paperwork, which will include your Family Medical Leave Act rights. If the leave is for your own medical condition, The Hartford will also include Short Term Disability paperwork, in case your leave lasts longer than 7 calendar days.

**I need to take intermittent FMLA leave. How do I request this?**

Contact The Hartford at 1-866-712-3510 to initiate new FMLA paperwork. The Hartford will gather some information from you over the phone and will then provide you with FMLA paperwork and directions on the process.

When you take intermittent time for your medical condition, you will need to let The Hartford know when you are absent so they can track your FMLA time in their system. Online reporting options are available so be sure to ask The Hartford how to access the online option. You will also let your manager know when you are taking time off, just as you do today. To be paid for the intermittent absences, you will use your Paid Sick and Family Leave through Lubrizol, followed by employee choice days, and then vacation days. If you were to use up all your Paid Sick and Family Leave, employee choice and vacation days, the remaining time off will be unpaid. It's also important to talk to your manager to see if any flexible work arrangements can be made available to you.

**How long does Short Term Disability last and how much income do I receive?**

If approved for Short Term Disability, and after satisfying the 7 calendar day waiting period, you will receive 100% of your base salary for up to 25 weeks, paid by Lubrizol.

**Why do we have a waiting period?**

Waiting periods are very common in Short Term Disability plans and, on average, range from 1-2 weeks. Lubrizol's 7 calendar days include weekends and holidays, so most employees will only use 40 hours of paid time off to satisfy the requirement.

### How am I paid during the waiting period?

To receive pay during the 7 calendar day waiting period, you will use your available paid time off in the following order:

1. First, you will use any of your remaining Paid Sick and Family Leave.
2. Next, if you are out of Paid Sick and Family Leave, you will use your employee choice days or vacation time (or a combination of Paid Sick and Family Leave, employee choice or vacation).
3. Finally, if you are out of Paid Sick and Family Leave, employee choice, and vacation time, you will go unpaid during the waiting period.

### Does my waiting period start after I contact The Hartford or on my first day of leave?

For a continuous leave, the waiting period starts on day 1 of absence. The reason that we ask you to call The Hartford on day 4 of a continuous absence is so that The Hartford can send you FMLA paperwork. If the leave continues and you are approved for Short Term Disability, the waiting period still begins on day 1 of your absence. This may be easier to look at with an example. In the following scenario, the employee's first day missed is January 6, 2020 and they end up being out for an extended period. The calendar below shows what the leave will look like:



### What happens if I exhaust my 40 hours of Paid Sick and Family Leave earlier in the year, and I have to be out later in the year on Short Term Disability?

If you use all of your Paid Sick and Family Leave early in the year, and later in the year you have a waiting period before your Short Term Disability pay begins, you will need to use employee choice or vacation days to receive pay during your waiting period. If you are out of employee choice and vacation, you will go unpaid during the waiting period. Remember, the waiting period is followed by up to 25 weeks of Short Term Disability pay.

### I'm pregnant. How do I initiate a leave request?

30 days before your due date contact The Hartford at 1-866-712-3510 to initiate your Short Term Disability leave, FMLA, and Parental Leave.