

VONTIER LEAVE OF ABSENCE (LOA): PROCESS OVERVIEW



STEP ONE: REQUESTING YOUR LEAVE

Before you request your Leave of Absence, do your research ahead of time, as you may be eligible for more than one leave type depending on the nature of your leave. There may be differences between types of leave: job secured, medical necessity, and income protected leaves (Reference: www.vontierbenefits.com).

- **Request:** As early as possible, file a claim with UNUM at **866-779-1054** or **www.unum.com**. UNUM is your primary resource for LOA information and leave coordination.

Allow at least 5 minutes to file a claim. Prepare to answer personal questions such as Last Day Worked, Direct Deposit, Personal Tax and Physician Contact Information, and (if applicable) Short Term Disability Policy number: **913058**.

Unum may request documentation from your physician to support your leave. (Note: This process can be lengthy and may cause leave of absence payment delays). Some providers may require payment from you to complete paperwork to support your leave.

- **Notify:** As early as possible, notify your Manager and Human Resources of your need for an LOA. Discuss any requirement to utilize paid time off (ex. vacation, sick time, etc.) for income replacement or during elimination periods for short-term disability.
- **Inquire:** Check with your State to learn of any State specific LOA programs and Benefits.



THROUGHOUT THE PROCESS: COMMUNICATE DURING YOUR REQUESTED AND APPROVED LEAVE

Remain in contact with Unum and Human Resources throughout the leave process for providing, responding, and receiving information. Note, Unum contacts may change and can differ depending on leave type(s).

You may need to prompt medical professionals to submit information to Unum. Delayed communication can cause delays in payments to you.



STEP TWO: CONFIRM YOUR APPROVED LEAVE TYPE(S) AND APPLICABLE DETAILS WITH UNUM

Not all leaves are “income protected”. Confirm with your Unum representative (1) if you will receive pay for your approved leave type(s) and (2) if you will receive pay from Vontier or Unum or be unpaid.



STEP THREE: RETURNING FROM YOUR APPROVED LEAVE

For a successful re-entry to the workplace, continue to communicate with UNUM, your physician, Human Resources and your manager about your return-to-work date. Prepare for the following:

- **Fitness For Duty Certification:** If you were on continuous leave for your own health condition, coordinate completion of the Fitness For Duty Certification form with your physician and provide it to your HR contact in advance of your return-to-work date.
- **Return Date:** Confirm your return-to-work date in advance with Unum, HR, and your manager. Notify UNUM and HR if any additional accommodations are required for your return.
- **Confirm:** On your first day of returning to work, confirm with HR and your manager that your status and pay should change from LOA to Active.

VONTIER LEAVE OF ABSENCE (LOA): HELPFUL HINTS



HELPFUL HINTS: VONTIER PAY AND BENEFITS DURING APPROVED LEAVES

If you are not paid by Vontier payroll for your approved leave type, your benefits deductions will be suspended until your return to work, so please note the following:

- **Medical, Dental, Vision, etc. insurances remain in-force:** Most benefits will continue uninterrupted while you are on an approved LOA. Upon your return from LOA, your benefits deductions will restart through payroll. Any missed deductions are collected through payroll at 1.5x your normal benefit premium until the owed balance is cleared.
- **401(k) Retirement Savings:** No employee nor company contributions will occur while you are on LOA and receiving LOA pay from UNUM or while on any unpaid status.
- **401(k) Loans:** Your loan payments are deferred for up to 1 year while on LOA and/or being paid by UNUM. Upon return from LOA and receiving pay from Vontier, your 401(k) loan will be re-amortized by Fidelity and your loan payments will restart from your paycheck. Review your paycheck to ensure the payments restart.
- **Metlife & Allstate Benefits:** Contact Metlife & Allstate to keep your Home/Life and/or Pet policies in-force to make direct payments or your policies will re-calculate upon your return to work to recover the missed premium payments.



HELPFUL HINTS: INCOME PROTECTED LEAVE TYPES PAID THROUGH UNUM

If you are receiving pay from Unum, please note the following:

- **Weekly Processing:** Unum payments are calculated and paid on a weekly basis regardless of your normal Vontier payroll paycheck schedule.
- **Enroll in Direct Deposit:** UNUM payments are defaulted to paper check and mailed to your home address on file with Vontier unless you complete and submit UNUM's direct deposit form.
- **Benefits Deductions:** Vontier benefits premiums will not be deducted from Unum payments.
- **Payment Delays:** UNUM payments may take multiple weeks depending on approval of leave and timing of claim documentation provided to UNUM by you & your physician.
- **Complete Tax Forms:** Complete a W-4 form with UNUM to avoid higher tax deductions from your UNUM payments. Unum will default to the highest taxable calculation if no action is taken by you.
- **Separate Tax Statements:** Payments from UNUM will be reported on W-2 statements from Unum. Please ensure that you look for these in the mail or online for your annual tax return.



HELPFUL HINTS: OTHER RESOURCES

VONTIER CARES! and offers many resources that extend beyond managing your leave. For additional support, please go to www.vontierbenefits.com.