

Employee's Frequently Asked Question Leave of Absence Process

General Contact Information		
Essex Leave Administration Service Center	ADP Total Absence Management	Phone: 1-844-293-3583 FAX: 1-866-568-6444 Website: https://absence.adp.com
Essex Benefits	Essex Benefits Department	Phone: 1-650-655-7800
Essex Human Resources	Essex Human Resources	HR@essex.com

1. What is the Federal Family and Medical Leave Act (FMLA) - qualifying event?

Eligible associates are entitled to up to 12 weeks of leave for a qualifying family member or medical reasons during a 12-month period. The circumstances listed below are events for which an associate qualifies for the use of Family and Medical Leave Act:

- Birth of the associate's child, or to care for a newborn child.
- Placement of a child with the associate for adoption or foster care.
- Care for the associate's spouse, other qualified adult, child, sibling, parent, grandparent, or other relative whose care is the responsibility of the associate, spouse, or other qualified adult with a serious health condition.
- Serious health condition of associate.
- Call to Active Duty of child, spouse or parent.

2. What is the California Family Rights Act (CFRA) and how do I qualify? **(California Only)**

Associates with at least 12 months of service and who have worked 1250 hours are eligible for up to 12 weeks of job-protected leave. The circumstances listed below are events for which an associate qualifies:

- Bond with an employee's newborn child or newly placed foster or adopted child, a domestic partner's newborn child or newly placed foster or adopted child.
- To care for a family member with a serious health condition-employee's spouse, parent, or child under age 18, or age 18 or older incapable of self-care, a domestic partner, child or registered domestic partner's child of any age, sibling, grandparent or grandchild.
- The associate's own serious health condition.
- A qualifying military exigency related to the covered active duty or called to cover active duty of an employee's spouse, parent, or child in the United States armed forces.
- Care of certain family members who have a serious health condition.

3. What is the Washington Paid Family & Medical Leave (WA PFMLA), A.K.A.: Family Leave Act? **(Washington only).**

The purpose of the Washington State Family Leave Act is to allow associates leave from work for certain medical reasons: to care for spouses, and domestic partners, children (biological, adopted, foster or stepchild), parents and legal guardians (or spouse's parents), siblings, grandchildren, grandparents (or spouse's grandparents), son-in-law and daughter-in-law.

The law builds on the existing similar benefits currently available under the federal FMLA in case the federal law changes. It also provides additional benefits to women who are pregnant and to registered domestic partners. Associates who have worked a minimum of 820 hours (about 16 hours a week) in Washington over the last year to qualify.

To check how much time, you will be covered under WA PFMLA, refer to **Washington Paid Family & Medical Leave website below:**

<https://paidleave.wa.gov/find-out-how-paid-leave-works/>

4. What is Pregnancy Disability Leave (PDL)? (California Only)

Pregnancy Disability Leave, or PDL, is leave from work to accommodate associates with a pregnancy disability. Your health care provider will recommend how long you need to take leave from work, but you are entitled to up to four months of PDL per pregnancy in California.

5. What do I need to prepare for a Leave of Absence?

Contact Essex Leave Administration to initiate and authorize your leave of absence request.

6. Am I required to use my Paid Time Off (PTO)?

California Only: Yes, Essex requires you to use your PTO, unless you go on Pregnancy or Military Leave. Please inform Human Resources if you will be applying for State Disability Insurance, so we can apply your PTO accordingly. You can supplement your PTO along with State Disability Insurance. Please refer to question #12 for more detail.

Refer to the California Disability Insurance webpage:

https://edd.ca.gov/Disability/About_DI.htm

Washington Only: Depends. You may use your available PTO or file for State Paid Family and Medical Leave. **Please note:** You cannot supplement your PTO along with your paid leave; you must select one or the other.

Refer to the Washington Paid Family and Medical Leave webpage: <https://paidleave.wa.gov/apply-now/>

7. Why do I have to go on a leave if I have enough PTO to cover my time off work?

As an employer, Essex is required to record hours used for Family and Medical Leave Act reasons. Family and Medical Leave Act is not a stand-alone or separate leave, but runs concurrently with other types of leave such as medical leave, maternity leave, family leave, military leave and worker's compensation.

8. Returning from a Leave of Absence

Contact Essex Leave Administration to coordinate approval to return to work.

9. If I am a new mother, how long can I take off work and/ or how much time am I entitled to for a leave of absence?

Contact Essex Leave Administration to get general information, initiate and/or authorize your leave of absence request.

For more information pertaining to your pregnancy you can also review the weblinks below for either California or Washington:

California Paid Family Leave: https://edd.ca.gov/Disability/Paid_Family_Leave.htm

Washington Paid Family & Medical Leave: <https://paidleave.wa.gov/find-out-how-paid-leave-works/>

10. How long can I take off work to bond with my child as a new father?

Please refer to question #1 or Contact Essex Leave Administration for more information.

11. Both my significant other and I work for Essex, do we each get 12 weeks of FMLA and CFRA?

Contact Essex Leave Administration for information.

12. Can I use my PTO to supplement State Disability Insurance (SDI) and/or Paid Family Leave (PFL) benefits? (California Only)

Yes, effective July 1, 2018, HR will use your accrued PTO to supplement your SDI and/or PFL wage replacement with the State. This is called “integration”. Your combined SDI and/or PFL benefits and PTO can be up to 100% of your normal wages, but you cannot receive more than that.

California has a one-week waiting period before an eligible associate receives SDI. During this time of “waiting”, no wage replacement is paid, and Essex will use up to 40 hours of accrued PTO. Please inform HR the amount of wage replacement from the State, so that we may pay you appropriately. If we do not receive information regarding payment, we will automatically pay 40% of your PTO according to your work status (Full-time or Part-time).

Please email general HR at: HR@essex.com if you have any questions or concerns.

13. How do I file for SDI and/or PFL? (California Only)

The fastest way to apply for SDI and/or PFL is online which is administered through Employment Development Department (EDD). However, you can also file your claim by mail.

California State Disability Insurance: https://edd.ca.gov/Disability/About_DI.htm

California Paid Family Leave: https://edd.ca.gov/Disability/Paid_Family_Leave.htm

14. I live in Washington State; do we have a wage replacement program? (Washington Only)

Yes, you may file for Paid Family and Medical Leave with the State of Washington.

For more information, refer to the Washington Paid Family and Medical Leave webpage:

<https://paidleave.wa.gov/apply-now/>

Please note: You cannot supplement your PTO along with your paid leave; you must select one or the other.

15. What happens to my housing (discounted/designated) while I am on a leave of absence?

If you have any questions regarding this matter, please contact your Regional Assistant.

Region	Regional Assistant
San Mateo	Monica Gonsalves MGonsalves@essex.com
Washington	Annalise Kiask AKiaski@essex.com Kim Sadowski KSadowski@essex.com
Irvine	Channing Laufou CLaufou@essex.com
Woodland Hills	Sam Tamboline: STamboline@essex.com Susan Rodezno: SRodezno@essex.com
Sand Diego	Olivia Hahn: ohahn@essex.com

16. Am I able to continue my benefits while on a designated protected leave of absence?

Yes, while on a designated protected leave of absence you can continue your employer provided benefits.

17. What happens to my benefits if I am not on a designated protected leave of absence?

If you are not on a designated protected leave your coverage will end on the last day of the month following the leave effective date. For example, your effective leave date is 2/5/2021, your benefits will end 3/31/2021. You will be offered continuation of healthcare coverage through COBRA. If you timely elect to continue group coverage under COBRA you will be responsible for paying any applicable COBRA premiums to our insurance. Please contact a benefit team member at 650-655-7800 for additional information and or questions.

Below is the cost of the COBRA healthcare coverage for 2021.

Monthly Healthcare Rates	Medical								
	Cigna OAP	Kaiser WA HMO	Kaiser CA HMO	Guardian Dental DHMO	Guardian DPPO \$1K	Guardian DPPO \$2K	Vision	EAP	
							VSP Vision	MHN	
Active									
COBRA									
18/36 Months	102%								
Associate Only	\$794.58	\$518.72	\$589.19	\$12.12	\$41.26	\$51.26	\$7.40	\$1.22	
Associate + Spouse/DP	\$1,745.79	\$1,108.20	\$1,296.23	\$22.95	\$81.27	\$101.27	\$12.69	\$1.22	
Associate + Children	\$1,428.71	\$1,060.37	\$1,060.56	\$30.60	\$90.45	\$114.26	\$12.96	\$1.22	
Associate + Family	\$2,459.18	\$1,649.90	\$1,826.50	\$36.98	\$131.55	\$165.68	\$20.89	\$1.22	

18. I am currently on an intermittent or reduced work schedule leave. What steps do I take to report my absences from work?

If your intermittent leave is approved, the following guidelines apply:

- A week-long period of intermittent time begins every seven calendar days from the frequency effective date, or every 30 calendar days for a monthly frequency.
- Intermittent increments are counted in terms of the minimum and maximum time period that you may be absent. For example, if your frequency is approved for one day per week and your absence equals 15 minutes, this 15-minute interval would count as the one day per week. If your frequency is approved for one time per week and your absence equals 45 minutes, the 45-minute interval would count as the one time per week. Any absences in excess of this may be subject to recertification or denial.
- During leave, intermittent absences must be reported within 2 business days using one of the following options:
 - Enter leave time directly via the Web <https://absence.adp.com>
 - Report leave time through the call center at 1-844-293-3583
- If your need for leave changes and you need to be off work full time on a continuous basis, please contact us immediately.
- When planning foreseeable absences relating to this leave, you must consult with your company and make every reasonable effort to provide notification for an absence in advance, or as soon as practicable depending on your individual circumstances. You must also schedule your absence so that it does not unduly disrupt your company's operations, subject to the approval of your healthcare provider. If you do not consult with your company to make a reasonable attempt to arrange the schedule of treatments so as to not unduly disrupt business operations, your company may initiate discussions with you and require that you attempt to make such arrangements, subject to the approval of your healthcare provider.
- If your need for absence is unforeseeable, you must follow the company's normal call-in procedures as noted in your company handbook. If you fail to follow normal call-in procedures, except under extenuating circumstances, you may be subject to standard company disciplinary rules, and coverage for any applicable absences may be delayed or denied until you comply with company policy.
- Leaves relating to your own, or a family member's, serious health condition may require recertification. We will contact you if recertification is required for your leave.