



Follow the below steps when reporting an intermittent absence...

Please follow each of these steps to report your intermittent absences. You must report your intermittent absence to within **48** hours immediately following the absence. If you do not report the absence timely, your absence may not be protected and will be subject to disciplinary action, if applicable. The Leave Department will apply any accrued PTO; if accrued PTO is not available, the absence will be unpaid.

Step One: Notify your manager

You must follow your normal call off procedures when reporting an intermittent absence. Notify your manager timely. You must provide at least **24** hours advanced notice for scheduled appointments.

Step Two: Track your intermittent absence with ADP

Track the absence directly with ADP TAM via the myADP Leave of Absence Portal. The ADP TAM link can be found in myADP > Dashboard > Company Links > Leave of Absence Request/Review.

You may also report time by calling the ADP Resource Center at (844) 692-8426.

You must report your intermittent absence to within **48** hours immediately following the absence.

What is an intermittent leave?

Intermittent leave of absence may be appropriate when an employee needs **occasional** absences for treatments/appointments or illnesses due to a serious health condition, or to care for a family member with a serious health condition. If you have questions on whether your situation qualifies for leave, please contact the Athletico Leave Department at Leaves@Athletico.com.

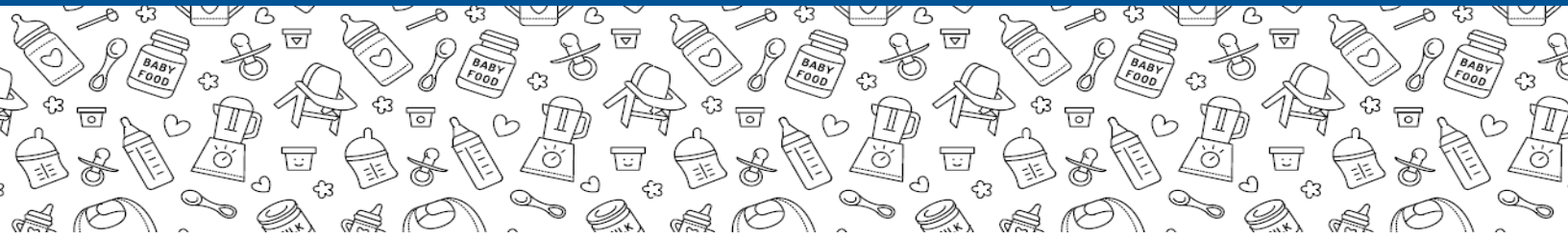
Do I need to submit PTO for my absences?

No action is required by the employee for PTO. If you have an approved intermittent leave and report an intermittent absence, the Leave Department will adjust your timecard to apply any accrued PTO available. If no accrued PTO is available, the intermittent absence will be unpaid.

I received a request for recertification, what now?

Recertification may be requested for a variety of reasons, including when an employee has exceeded six months since the last certification was received, the approved leave end date has expired, or if the employee has exceeded the approved frequency and/or duration of absences certified by the doctor. Be sure to follow up with ADP if you have any questions regarding your recertification.

For all other questions, please contact the Leave Department at Leaves@Athletico.com.



What you need to know about lactation laws...

What is a lactation accommodation?

Athletico will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, also known as a lactation accommodation.

Where can an employee take lactation breaks?

Employees should be provided with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. Athletico will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. This location may be the employee's private office.

If you require a lactation accommodation, please notify your manager to assist you with identifying an appropriate lactation and breast milk storage area.

When can employees take lactation breaks?

Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided.

Breaks generally occur every 3 hours, for a duration of at least 20-30 minutes (this is an estimate and may vary).

Is the lactation break paid or unpaid?

If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid for nonexempt employees unless otherwise required by law.

Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid".

Employees will be relieved of all work-related duties during any unpaid break. Where unpaid breaks or additional time are required, employees should work with their manager regarding scheduling and reporting the extra break time.

Need more information?

Lactation accommodations are governed by company policy as well as federal and state laws – each state may have their own stipulations on what is acceptable. Review the Employee Handbook for more information on company policy.

Questions? Contact your HR Business Partner or the Athletico Leave Department. We are here to assist you throughout the accommodation process.

What happens to my employee benefit premiums while on leave?

When taking an unpaid leave of absence, whether Employee-initiated or Athletico-initiated, a portion or all of your employee benefit premiums may not be accounted for as you are not receiving a paycheck through Athletico Payroll. As a result, the company will continue your health care insurance coverage and cover the portion of your employee benefit premiums until you are no longer on unpaid status. At that time, you will be responsible for repayment of any missed employee benefit premiums. This is referred to as the Deduction in Arrears (DIA) process.

Which premiums are collected through the DIA process?

Medical, Dental, Vision, Healthcare FSA, Voluntary Life, Voluntary Spouse Life, Voluntary Child Life, Long-term Disability Buy Up, and Imputed Income (Domestic Partner, Group Life Insurance).

What about Health Savings Accounts (HSA), Dependent Care FSA, & Commuter (Transit/Parking)?

If you are enrolled in Health Savings Account (HSA), Dependent Care FSA, or Commuter (Parking/Transit) contributions, you will not be expected to remit payment for those missed contributions. Please note, this means you may not meet your original annual goal amount.

How does the DIA process work?

Upon return to work, the amount owed will be collected via deductions through Athletico payroll until you have satisfied the total amount owed. Each paycheck we will deduct an amount equal to your normal benefit premium amount plus an additional ½ of such amount. For example, if your current benefit deduction is normally \$50 each paycheck, ADP will deduct \$75 (\$50 x 1.5). This additional deduction will occur until you have paid off the remainder of the total balance owed. Your ongoing balance will be reflected on your Athletico pay statements under the section labeled “Deductions in Arrears”. Once you have paid the debt in full, the additional deductions will cease.

If you terminate employment prior to total repayment of these employee benefit premiums costs, you must make monthly payments until the debt is paid in full. It is important to us that you understand your rights and responsibilities regarding benefits continuation during your unpaid status. If you have any questions or concerns, please contact our team at the contact information is listed below.

What if I have a status change?

If you reduce your standard hours below 24 hours per week, you will no longer be eligible for benefits, meaning there would not be an active benefits premium deduction. If there is no deduction in the system to calculate a 1.5 times amount, ADP will attempt to deduct the entire balance owed until the total amount is repaid in full. 1.5 deductions can only occur when there is an active benefit deduction.

General Contact Information	
ADP Leave Administration <i>Hours of Operation: M-F: 7:30 AM - 5:30 PM CST;</i> <i>Saturday: 7:00 AM - 4:00 PM CST</i>	(844) 692-8426 (844-MYATHCO) myADP.com > Dashboard > Company Links > Leave of Absence Request
Short/Long-Term Disability (STD/LTD), Voya <i>Hours of Operation: Monday - Thursday: 8:00am - 7:00pm EST;</i> <i>Friday: 8:00am - 6:00pm EST</i>	(866) 228-8742 Voya Resource Center: https://presents.voya.com/EBRC/Athletico Group Name: Athletico Management LLC Group Policy #: 70318-4
Employee Assistance Program (EAP), Guidance Resources <i>Hours of Operation: 24/7, 365 Days-a-year; Dedicated Toll-Free Line;</i> <i>Always Live Answer</i>	(877) 533-2363 www.guidanceresources.com Web ID: My5848i
Athletico Leave Department <i>Hours of Operation: M-F; 8:00am – 5:00pm CST</i>	(630) 575-6280, option 2 Leaves@Athletico.com https://www.athleticobenefits.com/loa-accom
Athletico Benefits Department <i>Hours of Operation: M-F; 8:00am – 5:00pm CST</i>	(630) 575-6280, option 2 Benefits@Athletico.com www.AthleticoBenefits.com
Athletico Payroll Department <i>Hours of Operation: M-F; 8:00am – 5:00pm CST</i>	(630) 575-6280 Payroll@Athletico.com
Workers' Compensation Claims Notify your manager and submit a Workers' Compensation Intake Form to Compliance@Athletico.com . The Workers' Compensation Intake Form is available on the Athletico BenePortal under 'My Resources' at https://www.athleticobenefits.com/loa-accom	Athletico Compliance Department Send WC Intake Forms to: compliance@athletico.com
HR Business Partners (by Territory) Chicago City Centers, Hadden, Dralle, Hay, Van Every: Connors, Hanfelt, Bilotti, Richardson: Straub (OE), Host, McDevitt (VBS), Bannack (AT), Walter, Burke: Koster (CO), Resource Center, Billing Center, M&A:	Jeanette Ortiz; Jeanette.Ortiz@Athletico.com Mary Auchincloss; Mary.Auchincloss@Athletico.com Lisa Prince; Lisa.Prince@Athletico.com TaKeyah King; TaKeyah.King@Athletico.com

Q1 Who is responsible for notifying Athletico of my absence?

It is the employee's responsibility to notify their manager **and** the Athletico Leave Department at Leaves@Athletico.com of the need for a leave of absence, including the dates of your leave. The Leave Department will provide you with more information on next steps and answer any questions you may have regarding the leave process.

Q2 How do I extend my leave of absence?

If you need an extension of leave, you must notify your manager **and** the Athletico Leave Department at Leaves@Athletico.com before the end of your approved leave of absence. Please be sure to keep your manager and the Leave Department informed of any changes to your return date.

Q3 What steps do I need to take when returning to work from a leave of absence?

You must notify your manager **and** the Leave Department at Leaves@Athletico.com of your confirmed return date. If your time off work is due to your own condition, such as illness or injury, you must provide a fitness for duty form to the Athletico Leave Department at Leaves@Athletico.com on or before your return date. You will be expected to discuss any request for reasonable accommodations or restrictions with the Leave Department **and** your manager.

Q4 What if I have restrictions or need a reasonable accommodation upon my return to work?

If you require any accommodations or restrictions upon your return, you must notify the Leave Department at Leaves@Athletico.com as soon as possible and submit a fitness for duty form. The Athletico Leave Department will coordinate with you and your management team to review your accommodation request and discuss next steps. See the **Reasonable Accommodation FAQ** for more information.

Q5 What happens if my FMLA leave is denied?

Contact the Leave Department as soon as possible if you require a leave of absence and your FMLA request has been denied. You may qualify for a company medical leave (discretionary) as a reasonable accommodation under the Americans with Disabilities Act (ADA). The Leave Department will review your options under all federal, state, and company leave policies and guide you through next steps.

Q6 What happens if I need time off work or an accommodation due to a workplace injury?

Notify your manager of any workplace injuries or illnesses immediately. To submit a workers compensation (WC) claim, reach out to compliance@athletico.com **and** the Leave Department at Leaves@Athletico.com. The Workers' Compensation Intake Form is available on the Athletico BenePortal under 'My Resources' at www.AthleticoBenefits.com. FMLA provides unpaid job protection while on leave, and WC provides supplemental income. Workers Compensation and FMLA would be applied concurrently.

Q7 Will I need to submit any supporting documentation for my leave of absence request?

All leave of absence requests must be reported to Athletico's third-party leave administrator, ADP. ADP may require supporting documentation to review your leave request for eligibility under the Family and Medical Leave Act (FMLA) and any other applicable Federal or State leave laws. Please be sure to review the information requested with your healthcare provider, and return the completed certification to ADP by the required deadline. Please contact Leaves@Athletico.com if you have any questions regarding the documentation requirements or process.

If your leave is for your own medical condition (*such as pregnancy or surgery*) and you qualify for Short-Term Disability (STD) benefits, Voya will administer your STD claim and provide you any required documentation to be completed by your healthcare provider. Once your STD leave is approved, Voya will also send the approved dates to ADP to approve the FMLA

request. Please be sure to stay in contact with ADP **and** Voya throughout your leave of absence to ensure the appropriate documentation to support your leave has been provided.

Q8 What happens to my bi-weekly employee benefit premiums while I am on a leave of absence?

Benefit deductions will continue to be pulled from any Athletico issued payroll check. If there is no Athletico issued paycheck, benefit deductions will go into arrears. Upon return to work, any arrearage owed will be collected via 1.5 deductions through Athletico payroll until you have satisfied the total amount owed. You will receive more information to your company email via DocuSign regarding the benefits repayment method. You can view your updated balance on your bi-weekly ADP Pay Statement (PDF) under the "Deductions in Arrears" section.

Deductions in Arrears Example: If your current medical deduction is \$50 each paycheck, ADP will deduct \$75 (\$50 x 1.5). The additional amount of \$25 will be applied to your balance. This 1.5 deduction will occur until you have paid off the remainder of the balance due.

Life Events / Changes in Eligibility: If you owe deductions in arrears, but you recently had a change to your coverage or eligibility and now your current deduction is \$0, ADP will deduct the entire balance that you owe in arrears on the next paycheck. If you have insufficient funds to cover the total amount due, ADP will deduct whatever it can, then deduct the remainder on the next check until the total balance due is recovered.

Q9 Which bi-weekly benefit premiums will be placed into arrears while I am on a leave of absence?

ADP will place all group health plan deductions into arrears while on leave of absence. This includes medical, dental, vision, life insurance, healthcare flexible spending account (HCFSA), LTD Buy Up, and imputed income (*i.e. domestic partner imputed income*). Health Savings Account (HSA), Dependent Care FSA (DCFSA), and Commuter contributions will **not** be placed into arrears. HSA participants have the option to submit an HSA Election Event upon their return to work to update their goal amount and biweekly contribution amount.

Q10 What is the difference between the FMLA and Disability Insurance (STD, LTD, WC)?

The Family and Medical Leave Act (FMLA) provides unpaid job protection and benefits continuation while on a leave of absence. Disability insurance, such as short-term disability (STD), provides supplemental income while on a leave of absence. Workers Compensation is also a form of disability insurance. Disability insurance does not provide job protection while on a leave of absence. The FMLA and Disability Insurance (STD/WC/PTO) would be applied concurrently (together), not separately.

Q11 When should I file a Short-Term Disability claim? How do I file?

Generally, a disability claim should be reported 30 days in advance of a planned medical absence, such as prescheduled surgery or an expected maternity leave. To report a disability insurance claim, call Voya at (866) 228-8742 or online at <https://presents.voya.com/EBRC/Athletico>.

Q12 How is Short-Term Disability (STD) paid out?

Short-Term Disability pays 60% of your pre-disability earnings. Disability payments are generally paid on a weekly basis. Generally, if the disability leave is due to standard maternity, the employee may receive a lump sum payment for the total duration of their disability leave. Exceptions may apply – please contact Voya for more information. Approved disability payments will come directly from Voya. A retroactive change in earnings will not result in an adjustment of disability earnings. Note, you will receive a W2 directly from Voya for any earnings received in the tax year. STD payments will not be reflected on your Athletico pay statements or Athletico W2 / tax statements. Athletico benefits premiums are not deducted from short-term disability payments.

Q13 What type of information will Voya request?

You may be asked to provide the following information, along with other questions about your leave:

- Demographic information (name, address, phone number, SSN, date of birth, etc.)
- Job information (occupation/title, supervisor's name and phone number, etc.)
- Doctor's name, telephone and fax number
- Date of past and future doctor visits; Medications (dosages and correct spelling)
- Last day worked and first day absent due to condition; Expected return to work date

Q14 Is there an elimination period for short-term disability (STD) benefits?

Generally, there is an elimination period before payment begins. The elimination period begins on the day you become disabled and lasts 7 consecutive days, meaning benefits would begin on the 8th day. However, if you are hospitalized for over 24 hours on the first day of your absence, the waiting period does not apply and benefits begin day 1. Please see the Athletico Benefits Enrollment Guide or contact Voya for more information.

Q15 How many weeks of Short-Term Disability (STD) pay will I receive after I deliver my baby?

Generally, a natural birth is 6 weeks and a caesarean birth is 8 weeks, unless medical records indicate otherwise. The period in which you receive disability benefits may vary, as this is determined by your healthcare provider. Contact Voya with any questions.

Q16 Will I receive holiday pay while on a leave of absence?

Employees on a leave of absence are **not** eligible to receive holiday pay. Please see the Employee Handbook for more information.

Q17 I experienced a life event while on leave, how do I add a dependent or make changes to my benefits elections?

If you have experienced a life event, such as birth of a child, you may be eligible to make a change to your benefit elections. You will report your life event, make coverage changes, and upload supporting documentation via myADP.com. Allowable changes are based on each specific life event. **You have 31 days from the life event to make changes in MyADP.**

If you don't submit your request within the 31-day eligibility window, you will not be able to make changes again until annual enrollment or if you have another life event during the plan year. Coverage will be backdated to the date of the life event. For more information on how to complete a life event, please visit <https://www.athleticobenefits.com/life-event>.

Please be sure to complete/confirm your elections. Once you have confirmed your elections, an ADP benefits confirmation statement will generate. Save a copy of this statement as it serves as receipt of your enrollment changes.

Q18 What will happen to my PTO while I am on a leave of absence?

Generally, employees are required to use any accrued PTO during an unpaid leave of absence, such as FMLA leave. Employees receiving disability benefits, such as short-term disability payments, may, but are not required to, use PTO to supplement the 40% of salary that is not covered by short-term disability. To do so, you **must** notify the Leave Department at Leaves@Athletico.com of your consent to apply accrued PTO to offset your disability benefits. If you do not provide your consent, the Leave Department will not apply accrued PTO during the period you receive disability payments.

Please note: Employees on Long-Term Disability (LTD) may **not** use PTO to offset disability benefits. If PTO is used, LTD benefits will be reduced. Please contact Voya with any questions.

Q19 Will I continue to accrue PTO while on leave of absence?

No. Employees on leave of absence will not continue to accrue PTO. Once you have returned to work, you will begin accruing PTO. Please see the Athletico Employee Handbook for more information.

Q20 What will happen to my ADP and Citrix system access while on leave?

Employees will always have access to myADP.com, however, timecard access may be restricted while on leave. Employees generally will retain access to other certain internal systems, such as Citrix. Please note, while you *may* retain access to some systems, employees are **not** permitted to engage in any work-related activity or communications during their leave of absence. Please contact the Leave Department or Human Resources with any questions.

Please note: When accessing myADP.com outside of Citrix, such as from a home computer, you will need to use your ADP specific log in credentials. These are not the same as your Citrix credentials. If this is your first time using myADP outside of Citrix, you will need to register. Select 'first time user', enter registration code: **Athletico-register**, then follow the steps to register your account. For help registering or resetting your password, contact ADP Support at (844) 692-8426.

Q21 Can I make-up FMLA time?

In accordance with the law, employees are **not** able to make-up FMLA time. Where company policy permits, an employee *may* make-up unpaid time to receive missed pay, **however**, the employee will **not** receive any additional time applied towards their 12 workweeks of FMLA entitlement. The original hours missed will still be decremented from their FMLA balance.

Q22 What is the 'Frequency and Duration' of my intermittent leave?

The frequency and duration of your intermittent leave is the maximum amount of time the healthcare provider has certified for you to be absent for appointments and episodes. 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. 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.

Q23 What should I do if my intermittent absence turns into a continuous leave?

Generally, if your absence exceeds three (3) consecutive work days, this is considered continuous leave. If your situation changes and you need to be off work on a continuous basis, please contact the Athletico Leave Department at Leaves@Athletico.com as soon as possible. Be sure to also notify your manager of the dates you will be off work.

Q24 How much notice should I provide when reporting an intermittent absence?

When planning foreseeable absences relating to this leave, you must consult with your manager 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 Athletico's operations, subject to the approval of your healthcare provider. If you do not consult with your manager to make a reasonable attempt to arrange the schedule of treatments so as to not unduly disrupt business operations, Athletico 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 Athletico'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. ADP Leave Administration will contact you if recertification is required for your leave.

Q25 How do I report my intermittent absence to ADP?

During leave, intermittent absences must be reported to the Athletico Leave Administration (ADP) system within **48** hours of your return to work using one of the following options:

- Enter leave time directly via the Web: myADP.com > Dashboard > Company Links > Leave of Absence Request
- Report leave time through the call center at 844-692-8426 (844-MYATHCO)
- Report time to Leaves@Athletico.com; please include full name, date of absence, hours missed, and whether the absence is due to illness or appointment.

Q26 What happens if I don't return to work from an approved leave of absence?

If you fail to return to work from an approved leave of absence, and have not made other arrangements with the Athletico Leave Department, your employment may be terminated as of your last date of approved leave or last day worked, if applicable. Please contact the Leave Department at Leaves@Athletico.com for further information regarding return to work status.

Q27 What happens to my timecard while on leave of absence?

The Athletico Leave Department will manager your timecard while on leave. Your timecard will not be visible to you or your manager during your leave, and will be reactivated upon your return from leave. Contact Leaves@Athletico.com with any questions.

Direct Reports (Managers Only): Before you go on leave of absence, be sure to have your direct reports temporarily reassigned to your direct manager for timecard review/approvals. Once you are on leave, you will not have access to your own

or your direct reports' timecards. If you need assistance, please contact your HR Business Partner **and** the HR Systems Team (HRSystems@Athletico.com).

Q28 Can available floating holiday hours be used while on leave of absence?

Yes, the Athletico Leave Department can apply any accrued, unused Floating Holiday hours available while an employee is on an unpaid leave of absence. Please contact the Leave Department if you wish to apply floating holiday hours while on leave. Floating holidays hours will not be automatically applied unless requested.

For any questions regarding leave of absence or workplace accommodations,
Please contact the Athletico Leave Department at Leaves@Athletico.com.

This FAQ provides general information and is not intended as a comprehensive understanding of Athletico's benefits plans or company policy. In the event there is a discrepancy between this summary and the plan documents or company policy, the plan documents and company policy will govern.