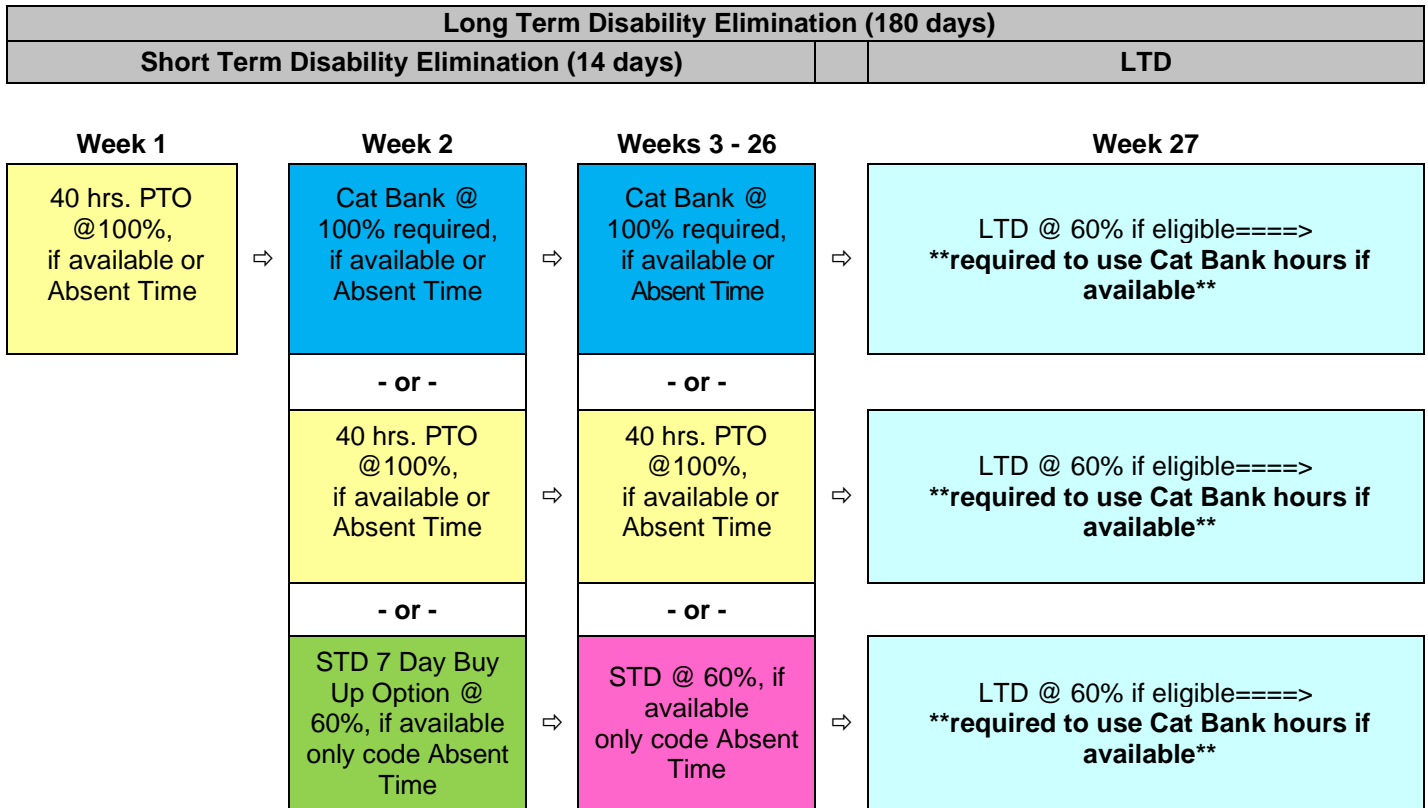


Time Off Flow Chart for Coding FMLA/ Medical Leaves of Absence



NOTE:

Each block refers to a time off plan and is designated as "if available." Hours are not input into Kronos if no hours are available. If no hours available, use Absent Time.

As of January 2021, FMLA codes will no longer be available in Kronos. Continuous and intermittent time will be tracked in LeavePro.

As of January 2021, PTO and Absent Time will begin to be tracked in CORE Connect

Cat Bank:

This benefit may apply to employees with sick days at the time Atrium Health converted to the current PTO program or for acquired teammates. Available hours are noted on the teammate's pay advice and Leave Accrual Report.

Week 1:

Available PTO hours or Absent hours

Week 2:

Cat Bank hours, PTO hours or Absent hours. If not, then STD 7 Day Buy Option if eligible.

Weeks 3-26:

Cat Bank hours, PTO hours or Absent hours. If not, then STD if eligible.

After the 14-day elimination period:

If Cat Bank hours still available, continue until exhausted. Disability benefits cannot be paid until Cat Bank is exhausted.

If the teammate has elected not to file for STD or is not eligible for STD, then PTO or Absent Time can be coded.

PTO benefits cannot be paid/coded if STD benefits are being paid.