

Mandatory Employee Notice

It is important to provide notice to your HR Generalist and Manager/Supervisor in advance of any type of leave of absence. A thirty (30) day notice is required whenever the leave is foreseeable or as soon as practicable when such advance notice is not possible. To request leave of absence, contact Principal Absence Management Center (PAMC) to initiate a case. PAMC will determine which applicable leave type will apply to your request and provide the appropriate paperwork or forms for you to complete.

Principal Absence Management Center (PAMC)



(877) PFG-FMLA (877-734-3652)



(877) 309-0218



principal.absencemgmt.com

I've filed my leave request, now what?

After you have initiated a case with PAMC, there may be some certification paperwork that is required from your physician or family member's physician. It is critical that you follow up with the provider and PAMC to ensure that it is received timely. Without the requested paperwork, your leave could be denied and your employment status may not be protected. Please be vigilant and do not assume that the paperwork is automatically turned into PAMC... you are ultimately responsible to make sure that it is received and complete.

When do I need to follow up with PAMC or NSM?

Any time that you have a change to the anticipated return to work date or have updated medical records from your provider regarding your leave, you should reach out to PAMC to share the updates. Also, if your leave duration is changed based on those updates, you will also need to reach out to your Manager/Supervisor and HR Generalist to advise them of the change.

What happens to my Benefits while I am out?

All your NSM-sponsored benefits may be continued while you are out on leave and we will continue to make premium payments on your behalf. You are still responsible for the employee portion of the benefit premiums that are normally deducted from your paycheck. If you are out of PTO and no longer receiving a paycheck, you have two options to repay missed deductions:

- ❖ **Payments during LOA** – You may pay via check by mail or credit/debit card by phone to keep deductions current and avoid having a repayment upon return. This is recommended if you are receiving Short Term Disability payments while out on leave. The Short Term benefits are paid directly to you by the insurance provider and they cannot deduct benefit premiums. You'll want to make arrangements in advance with Nell Reed, Benefits Manager: nreed@nsm-seating.com or (423) 756-2268 x 0663.
- ❖ **Recoupment from paycheck upon return** – If you decide to wait until your return to Active status, we will recoup any missed deductions from your future paychecks. Typically, we will recoup on a 2:1 ratio: for every 1 missed set of deductions, we will spread the recoup over 2 future checks. You will work with Nell Reed to adjust this schedule based on your needs. We do not want to create any financial hardship for you and we'll work with you to determine the best way to repay your premiums.