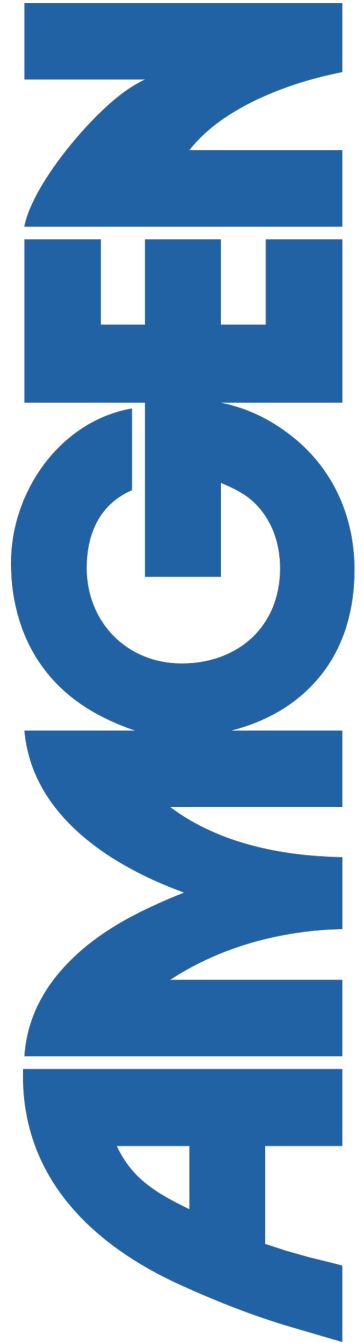


Leave of Absence Overview



Leave of Absence Overview

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Leave of Absence Types

Leave of Absence Types

Type	Description	Eligibility	Duration	Pay Duration	Job Protection	Important Notes
Family Medical Leave Act (FMLA)	Job protection for specified family and medical reasons	1 year of service and worked for at least 1,250 hours	12 work weeks	Unpaid	Yes	Runs concurrently with all eligible leave types. Encompasses adoption/foster, caregiver leave, etc.
Short Term Disability (medical leave)	Provides income replacement for staff member's own serious health condition, injury, or are pregnant	Day 1 of hire	90 days	60 days: 100% pay 61-90 days: 60% pay	No	Encompasses maternity leave
Long Term Disability (medical leave)	Provides income for long-term illness and injuries.	After exhausting STD	91+ days	Max 60%, monthly	No	
Parental Leave	Baby bonding time	Day 1 of hire	10 weeks	10 weeks: 100% pay	Yes (company benefit)	Encompasses paternity leave
Personal Leave of Absence	Time away from work for personal reason	1 year of service	Up to 6 months	Unpaid	No	Encompasses education leave
Military Leave	Requested by staff member who serve on a voluntary/involuntary basis in U.S.	Day 1 of hire	5 years	Pay supplemented	Yes (USERRA)	

PTO does not accrue during leave of absence

Parental Leave Timelines

Parental Leave Timelines

Maternity Leave

	Short-Term Disability (Medical Leave) →	Parental Leave (Baby Bonding) →	Transition Benefit
Duration:	6 weeks (8 weeks for c-section)	10 weeks (to be used either continuously or minimum of 2-week intermittently)	You have the option of returning part-time for up to 1 month (min. 20 hours per week)
Payment Information:	Paid by Amgen	Paid by Amgen	Payments are prorated based on hours worked (time not worked should be "Other Hours - Not Paid" in Workday)
Report time off dates to:	Matrix	Matrix	LOA Team
Additional Notes:		You have up to 1 year from date of baby's birth to use this time	Must be used immediately upon your return, discussed with your manager, and set schedule prior to return.

Paternity Leave

	Parental Leave (Baby Bonding)
Duration:	10 weeks (to be used either continuously or minimum of 2-weeks intermittently)
Payment Information:	Paid by Amgen
Report time off dates to:	Matrix
Additional Notes:	You have up to 1 year from date of baby's birth to use this time

IF YOU RESIDE IN A STATE WITH STATE-PAID LEAVE BENEFITS, YOU WILL RECEIVE PARTIAL PAYMENT FROM THE STATE AND PARTIAL PAYMENT FROM AMGEN.

Personal Leave of Absence Key Take Aways

Personal Leave of Absence - Key Take Aways

- **Approval Required:** Requires three levels of approval prior to the start of the leave:
 - Manager
 - Second level manager
 - HR Business Partner
- **PTO Paid Out:** Accrued vacation will be paid in one lump sum in a pay period following the commencement of the LOA
- **Health Benefits:** Will discontinue 31 days following the start of the LOA (you should receive a COBRA notice that offers you the opportunity to continue coverage through COBRA following the 31st day)
- LOA cannot exceed 6 months

Return-to-Work

Return-to-Work

- A **Medical Release Form is Required** for all medical leaves prior to return-to-work date.
 - Staff members failing to provide a proper release to return to work, when required to do so, will not be permitted to resume work until it is provided.
- **Restrictions/Accommodations:** All restrictions/accommodations require three levels of internal approval prior to return-to-work date.
 - Occupational Health Team
 - Staff Relations Team
 - Manager
- Once returned, full access may take up to 24 hours to process. This cannot be expedited.

Contacts & Resources

Contacts & Resources

CONTACTS

- **Reliance Matrix:** Main point of contact for leave-related questions. Claim can be filed 30 days from leave start date.
www.matrixabsence.com | [877-202-0055](tel:877-202-0055)
- **HR Connect:** Contact for HR related questions and internal LOA escalations.
HRConnect@amgen.com | [805-447-1111](tel:805-447-1111)
- **Amgen Benefit Center:** Contact for Amgen Benefit questions at 800-97-AMGEN.

RESOURCES

- **Personal/Family Illness:** Amgen offers up to 10 days (80 hours) for your own or an immediate family's members illness.
- **Lyra Health:** Offers mental and emotional well-being support to all staff members – up to 15 sessions annually.
- Additional resources can be location in My HR

REVIEW LEAVE OF ABSENCE & ABSENCE
FROM WORK POLICY IN MY AMGEN