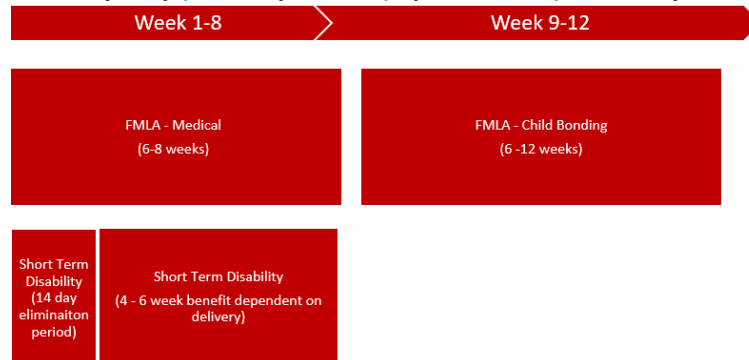


Office Maternity Leave Information

As a fulltime office Employee at BAYADA for at least 90 days, you may be eligible for Maternity Benefits under our Short-Term Disability (STD) program. Short-Term Disability is administered through MetLife, our leave of absence administrator.

FMLA approval will be required for job and benefit protection while you are out of work, while Short-Term Disability may provide you with payment for a portion of your Maternity Leave.



*****If eligible FMLA will run concurrently with Short Term Disability.**

Eligibility

- Must be a full-time office Employee for at least 90 days consecutively from your most recent hire date.
- Out of work due to your own serious illness/injury.

Weekly Benefit

- Receive 67% of your average weekly wages, up to a maximum. Please contact the Leave Management Team at leavemanagement@bayada.com for current year's maximum weekly benefit.
- **Please note:** if you are receiving additional payments from other sources due to disability (such as Worker's Compensation, state disability benefit, or other disability benefits) your Short-Term disability payment will be reduced.

Job and Benefits Protections

- Short Term Disability coverage is not job or benefit protected. However, job and benefits protection may be provided through other federal or state laws such as the federal Family and Medical Leave Act (FMLA).

Coverage Period

- Natural delivery: 6 weeks.
- C-Section: 8 weeks.

Pre-existing Condition Clause

- Your disability start date must begin after eligibility for plan is reached. Should you have a condition beginning prior to eligibility for Short Term Disability Plan you will not be eligible for benefit.

Filing for Disability

- To file your claim, please contact MetLife by clicking [here](#) or calling 1-877-638-8262. The MetLife Claims Center is available Monday through Friday, 8:00 a.m.–11:00 p.m. EST.

- Once a claim is created you will be assigned a MetLife claims manager within 2-3 business days to assist you through the FMLA/STD coordinated process. Please review all notices that MetLife sends to you carefully as they will include important documentation and information about your responsibilities in the disability process.

Resources

Our BAYADA EAP provides all employees with free and confidential resources that may be helpful while on leave. You can access this benefit using the information below.

one.telushealth.com

Username: metlifeeap

Password: EAP

1-888-319-7819

Mobile App: TELUS Health