



Leaves of Absence

Without a doubt, one of your most important assets is your ability to earn a living. But what if a disabling illness or injury prevents you from working? We understand that any time away from work without pay can make it hard to keep up with your expenses. That's why McClatchy offers eligible employees an income protection plan that is managed by Aetna Disability Services. Aetna also manages leaves afforded by the Family & Medical Leave Act and state and/or local legislation and your personal health information. Appropriate medical confidentiality is always maintained.

How Aetna Disability Services Works

When you are or expect to be out of work due to an injury or illness, you may qualify to receive FMLA and/or Short Term Disability benefits. If you have questions about eligibility or coverage, please contact your People department. To apply for benefits, you should first inform your supervisor and your People department.

After you report your need for leave to the People department, you will need to file a claim with Aetna. You can do so one of two ways:

1. By calling this toll free-number: **1-866-269-6241**. Aetna's Disability Services hours of operation are 8:00am to 8:00pm Eastern Standard Time.
2. By using Aetna's Workability Customer Intake Portal at: www.wkabsystem.com. This service allows you to begin and monitor your claim online 24 hours a day, 7 days a week.

Once your claim is reported to Aetna, you will be assigned a disability specialist who will:

- Check your eligibility for benefits;
- Ask you a few questions about your need for leave;
- Ask you to describe your occupation;
- Begin the claim process.

The Aetna claim specialist will evaluate and certify your length of disability leave. Aetna may also contact your supervisor to learn more about your occupational requirements. Although this phone call will start the process, you must also coordinate your absence with your People department representative.

As a follow up to the phone call:

- You will receive a notification via email or regular mail from Aetna stating your certified length of disability or the reason for the denial.
- A communication will be sent to your People department representative so that they will know the status of your claim and when to expect you to return to work.
- If your period of disability is certified, you will start receiving your disability benefit payments from McClatchy on the regular payroll cycle.ⁱ
- If you are unable to work, you must provide clinical evidence from your treating physician(s) prior to your certified disability date.
- If you do not return to work following your return to work date and have not provided additional clinical evidence to support your disability, salary continuation will stop.



Leave Options & Facts

McClatchy values you as an important part of our organization and recognizes the contributions you make every day. That's why we want you back on the job as soon as it is medically appropriate. Aetna's Disability Services specialists, nurses, and rehabilitation consultants will work with you, your physician, and your People department representative to determine a course of action to get you back on the job.

The following options are available to benefit eligible employees:

Family & Medical Leave (FMLA)

State and federal laws provide you with the right to take job-protected leave with continued medical benefits for the times in your career when you need time off from work to care for yourself or a family member who is seriously ill or to care for a newborn/newly adopted child. These laws are the Federal Family and Medical Leave Act (FMLA) and any related state and local laws in effect in your area.

Eligibility: If you have been employed by the company for at least 1 year and have worked at least 1,250 hours within the previous 12 months, you may be eligible for up to 12 weeks of FMLA. Check with your People department to confirm eligibility.

Facts:

- FMLA is unpaid; however, you may receive supplemental pay using available sick, vacation or personal bank hours (if applicable).
- FMLA provides job protection and benefit continuation while on an approved leave.
- FMLA eligibility and approval is managed by Aetna.

Short Term Disability (STD)

Short Term Disability is company paid disability coverage for non-occupational health conditions. The company will pay up to 60% of your base salary (plus direct sales commissions) up to \$2,500.00 per week for a maximum of 25 weeks for approved disability claims. STD is integrated with State Disability Insurance (SDI) where applicable.

Eligibility: If you work 30 or more hours per week, you are eligible for STD benefits beginning on the first of the month following 30 days of active employment.

Facts:

- STD is available for your illness/disability only and does not provide benefits for your family members illness/disability. FMLA and/or state laws may apply if your leave is to care for a family member. Talk with your People department representative to determine eligibility.
- There is a 7-calendar day waiting period before the company will pay STD benefits. You may be required to use available sick, vacation or personal bank (if applicable) hours during this week.
- You may be eligible to use accrued sick, vacation or personal bank to supplement the additional 40% of your pay while on approved leave (refer to your company's policy for details).ⁱⁱ



Americans with Disabilities Act (ADA)

Federal legislation provides certain protections for employees with disabilities under the Americans with Disabilities Act and the ADA Amendment Act (ADAAA). If you have a disability that requires a work accommodation, please reach out to your People department. Your People department representative will start the “Interactive Process” where the two of you will work together on your request for accommodation. You will be required to provide appropriate medical certification for any requests made under the ADA and/or ADAAA. Your People department representative will provide any required documentation at the time of your request.

Long Term Disability (LTD)

Long Term Disability is a monthly benefit for employees who are disabled beyond the 25 weeks of approved STD. LTD is payable by Aetna and acts like an insurance plan. If you know your disability will be longer than the STD period, contact your People department representative and Aetna as soon as possible to start the LTD process. This process should be started no later than month four (4) of your disability to allow for claim processing.

Eligibility: If you work 30 or more hours per week, you are eligible for benefits beginning on the first of the month following 30 days of active employment.

Facts:

- LTD has a 180-day waiting period of total disability before benefits will be paid (STD period).
- Aetna will pay 50% of your base salary for approved disability claims or 60% if you purchased the “buy-up.”
- Aetna disability specialists will help you through the application process, including applying for Social Security Disability Insurance (SSDI) benefits.
- Aetna considers SSDI and any additional income you have to determine your monthly benefit.
- You benefit coverage will end at the end of the month in which your 25 weeks of STD ends. You will be eligible for COBRA and will receive paperwork in the mail from PayFlex should you choose to continue your benefits.

Work-Related Disability (Workers' Compensation)

If you are injured on the job report your injury to your supervisor and your People department representative as soon as the injury occurs. The People department will provide you with Workers' Compensation forms and the Leave Request Form if applicable. We will guide you through the workers' compensation process. Aetna does not provide disability benefits for injuries that are work-related, however if a work-related injury requires you to be off work, you should still report the leave to Aetna's Disability Services for Family Medical Leave (FMLA) purposes. You can use the same contact information above to report your leave.



Health & Welfare Benefits

If you elected to have medical, dental, vision and/or other health and welfare coverage provided by the company, your benefits will remain intact for up to 12 weeks of FMLA and/or 25 weeks of STD. After your 12 weeks of FMLA and/or 25 weeks of STD are exhausted, the company will no longer pay the employer portion of your benefits. You will receive COBRA paperwork and will be eligible to sign up for benefit continuation through PayFlex.

Facts:

- You are responsible for paying the portion of your benefits as if you were actively employed. You can work with your People department representative to make payment arrangements for your portion of your benefits.ⁱⁱⁱ
- **If you experience a qualifying life event such as the birth of a baby or placement of a child with you, you have 31 days from the date of the birth or placement to enroll him/her in company benefit plans. Please contact your People department regarding enrollment.**
- New sick balances are not available to employees who are on leave on January 1st. Sick hours may be prorated depending on your leave dates at the first of the year.
- Holiday pay is not available to employees on leave, including Diversity Day and your Birthday holiday. You may be eligible to receive STD payments for any holiday you are on an approved STD leave.

Supplemental Pay (Optional)

You may be eligible to supplement your pay using your available sick, vacation, and/or personal bank hours for any approved leaves of absence. You may only use your available balances to supplement your pay.

Facts:

- Maximum supplement allowable is 40% for approved STD claims.
- For approved FMLA and state/local, unpaid leaves you may use your available balances up to a maximum of 100%. If you are receiving SDI, this percentage will be reduced.
- Vacation borrowing is not available to employees on a leave of absence.
- Sick hours may be prorated if your leave crosses over into a new year.



Your Responsibilities

Before your leave begins:

- Notify your manager and the People department as soon as you know you will need a leave of absence and provide tentative dates of your absence.
- Complete the Leave Request Form and return it to your People department representative.
- Open your leave claim with Aetna Disability Services.
- If applicable, complete your State Disability Insurance application and submit required documentation, including your medical certification.

During your leave:

- Stay in communication with your People department representative regarding any updates or changes to your leave.
- Contact your People department representative with any family status changes (i.e. a new baby/child). You may be eligible to change your benefits. Provide the appropriate supporting documentation within 31 days of your family status change.
- Respond to all requests for information and documentation from Aetna and/or the People department in a timely manner.
- Make arrangements and continue to pay for your portion of your benefits.^{iv}

ⁱ Employees in states with State Disability Insurance must apply for SDI. The company will pay the difference between SDI & STD up to a maximum of 60%.

ⁱⁱ If your leave crosses over into a new year (ex. starts in December and continues through January) you may not have available sick hours as of January 1 until you return to work.

ⁱⁱⁱ Your benefits may be cancelled for non-payment of benefit premiums.

^{iv} If you are receiving STD and/or supplemental pay, benefit payments may come out of your paycheck as usual.



Disability / Family Medical Leave Request Form

Employee Instructions

This form must be completed by employees to request a leave of absence due to a disability or Family Medical Leave. Please complete the form and forward it to your local Human Resources department. After submitting the form, you must report your disability to Aetna either by phone or via Aetna's web portal.

Toll Free Number

866-269-6241

Hours of Operation: 8am to 8pm Eastern Time

Aetna's Workability Customer Intake Portal (WCP)

URL: <https://www.wkabsystem.com>

Identifier: MCCLATCHY

Availability: 24 hours a day

Employee Information

Employee Name: _____ Employee ID: _____

Personal Phone: _____ Home Address: _____

Personal Email Address: _____ City: _____ State: ____ Zip: _____

Department: _____ Supervisor's Name: _____

Regular Work Week Schedule: _____ Regular Work Hours: _____

Absence Information

Leave Start Date: _____

If eligible, would you like to receive supplemental pay? Yes No

Type of Leave Applying for (Check all applicable boxes):

Non Work Related Medical Leave

Work Related Medical Leave Family

Pregnancy/Maternity/Paid Family Leave (PFL)

Medical Leave (FMLA)

Paternity Leave/Paid Family Leave (PFL)

Military Leave (USERRA/FMLA)

Employee Signature: _____ Date: _____

Employee Checklist

- | | Yes | No |
|--|-----|----|
| 1. Have you notified your supervisor about the leave? | | |
| 2. Is your illness or injury work-related?
If yes, please contact HR to complete the workers' compensation paperwork. | | |