



## Leave of Absence: Outfitter Checklist

Preparing for Your Leave	
	<p><b>Important Contact Information:</b></p> <p><b>Broadspire: 1-877-361-1461; Monday – Friday 8:00 a.m. to 8:00 p.m. Eastern time</b></p> <p><b>Broadspire: <a href="https://leavetech.my.site.com/connect/s/bassprossso">https://leavetech.my.site.com/connect/s/bassprossso</a> (24/7 availability)</b></p>
<input type="checkbox"/>	While you are not required to disclose the details of why you are taking leave, you must ensure your manager and HR representative are aware of your need for leave as soon as you are aware that you may need a leave of absence.
<input type="checkbox"/>	<p>Contact Broadspire at <b>877-361-1461</b> or go to <a href="https://leavetech.my.site.com/connect/s/bassprossso">https://leavetech.my.site.com/connect/s/bassprossso</a> to initiate the claim process. Notify Broadspire of your need for leave of absence at least <b>30 days</b> in advance of your anticipated last day of work, if possible, to discuss your options. A Broadspire Specialist will be assigned to you within <b>48 hours</b> of filing your leave and available to answer any questions that you may have before or during the process. You may contact your Broadspire absence specialist with any questions.</p> <p>If you will be taking a maternity leave, determine if you will also be taking parental leave (bonding) immediately following your maternity disability leave and advise Broadspire of your intent.</p>
<input type="checkbox"/>	Some states offer Paid State Disability or Paid Family Medical Leave benefits for all employees who work there. You will be advised by Broadspire to contact the applicable state for your potential benefits.
<input type="checkbox"/>	<p>Broadspire will send you an initial packet including an Acknowledgement letter to confirm initiation of your claim/leave, an Authorization to Release Information form if the leave is for your own serious medical condition, and all applicable Healthcare Certification forms to have completed by your physician. <b>Sign and date the Authorization to Release Information Form and return to Broadspire.</b></p> <p>Work with your medical provider to ensure Broadspire receives any requested. Required proof may include office treatment notes, test results, prescription histories, specific restrictions, limitations, and treatment plans. Provide the requested information to Broadspire as soon as possible, <b>but no later than 15 days</b>, to avoid a claim/leave determination delay and/or potential impact to your pay for disability.</p> <p>Broadspire determines your period of disability or need for leave based on medical information received or other supporting documentation.</p>
<input type="checkbox"/>	There is a <b>7-day waiting period</b> to receive disability benefits that you may choose to cover with your available paid time off. Submit your time off request via Workday in the normal manner when entering paid sick time.
<input type="checkbox"/>	<p>If applicable, update your internal voicemail and email auto reply with your outage dates and back up contact information.</p> <p><b>Please note:</b> Communications will be sent to your personal email address in Workday. Please ensure your email is entered correctly in Workday and that you are actively checking it.</p>
Helpful Reminders and Return to Work	

<input type="checkbox"/>	For Intermittent Leave, you are expected to comply with your location's or department's normal call-in procedures for each intermittent absence. In addition, you are required to report your intermittent time off to Broadspire <b><u>within 24 hours of your absence</u></b> . If you do not comply with your location's or department's normal call-in procedure or do not report your intermittent time to Broadspire, your absence will not be approved, and you may lose the job protections afforded by federal and/or state mandate leave regulations.
<input type="checkbox"/>	<p>At least <b>2 weeks</b> before your anticipated return to work date, contact your Broadspire Specialist to discuss the return-to-work process and your return-to-work date. <b>If you require an accommodation or have restrictions, notify your Broadspire Specialist immediately.</b> Accommodations or restrictions will be reviewed with the Bass Pro Leave team and your manager/HR representative PRIOR to your return to work.</p> <p>Any extensions of leave time must be reported to Broadspire no later than <b>14 days</b> prior to your estimated return to work date. If you are on a medical leave of absence, you may need to provide additional documentation from your treating provider(s) to extend your time. You must submit additional medical information from your providers or other applicable supporting documentation within <b>15 days</b> to avoid a claim determination delay and/or potential impact to your pay for disability. Remain in contact with your Broadspire Specialist should you have any questions or updates on your medical condition or requested leave. Respond promptly to any information requests from Broadspire or your Bass Pro Leave team.</p>
<input type="checkbox"/>	During your last medical appointment prior to returning to work, please have the physician complete a return-to-work release, which will be provided by Broadspire in your initial communications. Please return this document to Broadspire as directed.
<input type="checkbox"/>	<p><b>Benefit premiums:</b> You are responsible for paying your benefit premium payments. To do so, login to Workday and go to the <b>Benefits and Pay app</b>, then click on <b>My Benefit Premium Payments</b>. Bass Pro obligation to maintain any coverage ceases if an outfitter's contributions/premium payments are more than 28 days late. You will receive at your home address a monthly invoice from "employer" of the benefits premiums owed. Failure to make payments by the due date listed on the invoice will result in cancellation of your benefits coverage.</p> <p>Unless otherwise required by applicable law, Company benefits will cease upon the expiration of six (6) months from the date you begin a leave of absence/disability. You will be provided with information regarding available COBRA or continuation options, if any.</p>
<input type="checkbox"/>	If you are on a maternity leave, you have <b>30 days</b> to enroll your newborn after birth in benefits coverage. You must login to Workday and elect new benefit coverage. You must upload the birth announcement from the hospital as proof of birth.