

UMG Leave of Absence Guide

Support for when you need
to step away from work.



Leave Overview

UMG’s Leave of Absence (LOA) program is designed to support you when you need an extended leave from work. Whether you’re expecting a new addition to the family, facing a medical concern, or needing to care for a family member, we have resources to help.

Why take an LOA?

If you need to be away from work for more than 5 consecutive days, an approved LOA:

- Provides leave protection
- Allows you to utilize leave pay benefits
- Helps you coordinate benefits and benefits deductions
- Ensures your work is covered
- Creates a smooth transition once you’re ready to come back



Are you eligible for state benefits?

State and federal provided leave runs concurrently with UMG provided leave. UMG will automatically offset your pay with any statutory benefits you are eligible for while on leave. Please contact The Hartford for more information including how to file for eligible state benefits.

What are the common leave types?

Giving birth	Child bonding	Caring for a family member	Medical leave
Birth parents receive a combination of 6-8 weeks of disability leave followed by 12 weeks of child bonding at 100% pay through the UMG Paid Family Leave benefit.	For those welcoming a new child into the family, child bonding leave provides up to 12 weeks of 100% pay. Leave must be taken during the first 12 months following birth, adoption, or foster-care placement of child.	Family Care Leave provides up to 12 weeks of 100% pay.	When you’re navigating a health concern, disability insurance provides up to 12 weeks of 100% paid leave and an additional 14 weeks at 60%.

Giving Birth

Congratulations on your new addition! You likely have a lot to think about and plan for during this time.

	Before your leave starts	After your leave begins	Bonding with your new baby	Returning to work
What to expect	Every birth journey is unique. Some birth parents go on leave up to two weeks ahead of their due date as directed by their physician. If so, you'll receive 100% salary continuance for this time.	You'll start on 100% paid contingent leave for up to 13 business days, allowing you time to substantiate your leave. Once your leave is substantiated, the first 6-8 weeks of postpartum time will be 100% paid under your short-term disability benefit.	After your disability leave ends, it's time to start your child bonding leave. UMG's Paid Family Leave provides you up to 12 weeks of 100% paid leave. Leave must be taken during the first 12 months following birth, adoption, or foster-care placement of child.	Welcome back!
What to do	Initiate your leave: Contact The Hartford 30 days before your leave starts (or as soon as practicable). Call (800) 549-6514 or visit mybenefits.thehartford.com (policy #402910).	Substantiate your leave: Provide the documentation requested by The Hartford within 13 business days after your leave begins.	This transition is managed by The Hartford and UMG, so no action is needed from you unless you're notified otherwise.	Let us know you're back: On your first day back, please notify your manager and your UMG Benefits/Leave Specialist, Corina Hernandez (corina.hernandez@umusic.com).

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Child Bonding

There are many paths to parenthood, and UMG supports them through our Paid Family Care Leave. This benefit provides you 12 weeks of child bonding time during which you'll be paid at 100%.

	Before your leave starts	During your leave	Returning to work
What to expect	UMG's Family Care Leave provides you with up to 12 weeks of child bonding time.	You'll start on 100% paid contingent leave for up to 13 business days, allowing you time to substantiate your leave. Once your leave is substantiated, UMG's Paid Family Leave provides you up to 12 weeks of 100% paid leave (must be taken during the first 12 months following birth, adoption, or foster-care placement).	Welcome back!
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Caring for a Family Member

Sometimes, we need to step away to care for a loved one. UMG’s Family Care Leave provides you paid leave when you need to care for an eligible family member.

	Before your leave starts	During your leave	Returning to work
What to expect	UMG's Family Care Leave provides you paid leave to care for an eligible family member including children, spouses, domestic partners, parents, parents-in-law, grandparents, grandchildren, and siblings.	You'll start on 100% paid contingent leave for up to 13 business days, allowing you time to substantiate your leave. Once your leave is substantiated, UMG’s Paid Family Leave provides you up to 12 weeks of 100% paid leave.	Welcome back!
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Medical Leave

For when you need time to cope, recover, and heal. UMG’s short-term disability policy has you covered.

	Before your leave starts	During your leave	Returning to work
What to expect	UMG's short-term disability provides you paid leave to care for yourself when facing a medical concern.	You'll start on 100% paid contingent leave for up to 13 business days, allowing you time to substantiate your leave. Once your leave is substantiated, UMG's short-term disability insurance provides up to 12 weeks of 100% paid leave and an additional 14 weeks at 60%.	Welcome back!
What to do	Initiate your leave: Contact The Hartford 30 days before your leave starts (or as soon as practicable). Call (800) 549-6514 or visit mybenefits.thehartford.com (policy #402910).	Substantiate your leave: Provide the documentation requested by The Hartford within 13 business days after your leave begins.	Let us know you're back: On your first day back, please notify your manager and your UMG Benefits/Leave Specialist, Corina Hernandez (corina.hernandez@umusic.com).

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Pay During a Leave of Absence

Depending on your leave type, you may be eligible for full or partial pay during your approved leave of absence up to certain limits. Please review your specific leave scenario for additional details.

UMG Family Care Leave

UMG pays 100% of your salary for up to 12 weeks on an approved leave for child bonding and to care for an ill family member. Payments will be coordinated with any available state benefits.

Unpaid Leave

Exempt employees: UMG will apply up to 3 weeks of flex PTO to any period of approved unpaid leave. Leave days that go beyond 3 weeks will be unpaid.

Non-exempt employees: UMG will apply accrued vacation and/or personal days to any period of approved unpaid Leave. Leave days for which you have no remaining vacation or personal days will be unpaid. Upon request, you may reserve up to 5 days of vacation and/or personal days for later use, though this will result in reduced paid days during your leave.

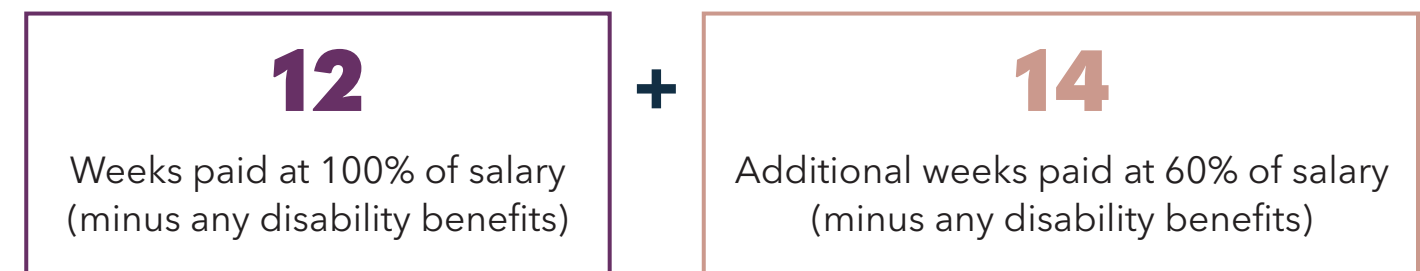
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Disability Leave

During an approved Disability Leave, UMG will continue to pay your salary (minus any disability benefits you are entitled to receive) for up to 26 weeks.

Your pay from UMG and applicable disability benefits combined will total the percentage of pay listed below:



What happens to my bonus? For all leaves occurring on or after 1/1/2023, if you are on an approved Leave of Absence for a period greater than 180 calendar days, your bonus award will be prorated (reduced) based on the number of days of leave in excess of 180 calendar days. If your leave is 180 calendar days or fewer, you will remain eligible for the full bonus amount.

Benefits During an LOA

It's important to know how your benefits are impacted by a Leave of Absence and to plan accordingly.

Medical, Dental & Vision

Paid Leave of Absence: Your benefits and regular benefit deductions will continue.

Unpaid Leave of Absence: Your benefits will remain in place, but your deductions will be paused during your leave. Missed deductions will be taken from your regular pay upon returning to work.

Dependent Care FSA

Federal regulations require that your participation in this program cease while you are on a Leave of Absence. You may resume participation when you return to work, but you must re-enroll by contacting the Benefits Service Center at **(888) 526-2794**. Claims for services incurred during your leave are not eligible for reimbursement.

Did you welcome a new child?

Remember to add your new child to your health coverage within 90 days of your child's birth or adoption! Call the Benefits Service Center at **(888) 526-2794** or log on to www.umusicbenefits.com.

Healthcare FSA

Paid Leave of Absence: Your participation in this plan will continue during your leave regardless of leave type. You may submit claims for eligible expenses incurred during your leave.

Unpaid Leave of Absence: Any missed deductions will be taken from your regular pay when you return to work.

Qualified Transportation Benefit

Paid Leave of Absence: Your deductions will continue during your leave. You can change or stop your deductions at www.wageworks.com (changes made prior to the 10th of the month are effective the 1st of the following month).

Unpaid Leave of Absence: Your deductions will stop during your leave and resume when you return to paid status.

401(k) Retirement Plan

Paid Leave of Absence: Your deductions will continue during your leave.

Unpaid Leave of Absence: Your deductions will stop during your leave and resume when you return to paid status.

Frequently Asked Questions

What happens if a holiday falls within my LOA?

If a holiday falls within your Leave of Absence, you are not eligible to receive holiday pay but will be paid in accordance with your leave type (paid or unpaid).

Does my LOA affect my bonus?

If you are on an approved Leave of Absence for a period greater than 180 days, your bonus award will be prorated (reduced) based on the number of days of leave in excess of 180 days. If your leave is 180 days or fewer, you will remain eligible for the full bonus amount.

Does my LOA affect my vacation accrual?

If you are a non-exempt (hourly) employee who accrues vacation time and is on an approved Leave of Absence for a period greater than 30 days within a calendar year, vacation accruals will cease until you return to work. Exempt (salary) employees do not accrue vacation time.

Can I use PTO Exchange during my leave?

No, PTO Exchange is unavailable while on a leave.

Can the UMG Family Care Leave be broken up?

Yes, so long as it is taken in increments of at least one (1) week.

What happens to my 401(k) loan during my leave?

Loan repayment will continue during paid leaves.

For unpaid leaves, your loan will be re-amortized once you return to work to reflect any missed payment during your unpaid leave. This ensures that your loan is fully paid by the due date.

Who can I contact if I still have questions?

Corina Hernandez, UMG Benefits/Leave Specialist

Corina.Hernandez@umusic.com

(424) 457-0931

For full leave policy descriptions, visit [UMG Central](#).

