

Office Hourly guide to taking a disability leave of absence (Excluding Maternity)

A quick reference tool to help you with the LOA process

1 Requesting leave



Contact Alight

Request a leave online at <https://hormel.myleaveproservice.com> or by phone at **855-249-6318** if you need time away from work. Information you will need:

- Employee ID Number
- Two-week work schedule
- Last day worked
- Estimated return-to-work date
- Health care provider's name, address, phone, and fax number



Complete release of information

Complete and return the Authorization for Release and Use of Information to Alight by:

- Email: Hormel@Alight.com
- Upload to <https://hormel.myleaveproservice.com>
- Fax: 518-880-6614



Review initial packet

You will receive an initial packet by mail or email. Review all the documents and information within the packet. Complete the: Health Care Provider Statement form, Authorization for Release and Use of Information form, and the Attending Provider Statement: Universal Medical form. Email, Fax or upload those documents to Alight.



Complete medical certification

Take the Health Care Provider Statement and Attending Provider Statement forms to your health care provider to complete or ask Alight to send the forms for you. If Alight sends them, contact your health care provider to confirm that they've received, completed, and returned them by the due date shown.



Return documents

All documents must be completed and returned no later than the medical due date communicated by Alight. This is either 18 days from the time your initial packet is sent or 18 days from your first date of absence, whichever is later. If additional time is needed to submit medical certification, contact Alight prior to the medical certification due date. You can fax to **518-880-6614**, email to Hormel@Alight.com, or upload to <https://hormel.myleaveproservice.com>.

It's important to return this information promptly!

****Missing or delayed forms are the most common cause of denied leaves.**



Stay up to date on your claim by going to <https://hormel.myleaveproservice.com>

During leave



Track leave

Track your leave with Alight

<https://hormel.myleaveproservice.com>

including your:

- Claim status (pending/approved/denied)
- Remaining balance for job-protected leave
- Reported missed days
- Status of documentation



Look for emails or USPS mail regarding the status of your leave and corresponding dates (pending/approved/denied)

Payments for paid leaves will not begin until claim is approved by Alight.

Both taxes and benefit deductions will be deducted from your disability payments. 401k loans and contributions will NOT be deducted while on a leave of absence.



Check with your provider for completed paperwork

Often, providers get busy and do not return the required forms filled out in entirety or may not send them in at all. You may want to reach out to your provider to make sure your paperwork is received by Alight in a timely manner.



Get paid and keep your benefits while on leave

You can choose to use PTO/vacation during the seven-calendar-day unpaid waiting period. Your Manager/Supervisor must enter the PTO/vacation days in the timekeeping system. After the waiting period, here's what to expect:

- After the unpaid waiting period, receive 70% base pay up to 26 weeks, not to exceed 26 weeks in a 12-month period.

3 Returning from leave



Alight will contact you to confirm your return-to-work date or if an extension is needed prior to the end of your leave. Contact Alight the day you return or within 48 hours of your actual return date. Failure to do so may delay your pay.



Do you have restrictions?

Work with Alight to make necessary arrangements if you are returning to work with restrictions and need special accommodations. It is helpful if you can bring your work restrictions information with you your first day back from leave.

Alight contact information

Online:

<https://hormel.myleaveproservice.com>

Call: [855-249-6318](tel:855-249-6318)

Email: hormel@alight.com

Fax: [518-880-6614](tel:518-880-6614)

Mailing Address:

P.O Box 299093

Lewisville, TX 75029-9093

Absences due to your own health condition

Hormel Foods offers company-provided short-term disability coverage to all regular full-time team members following 1 year of employment, except for team members who work in certain states where coverage is provided through state plans. If you are applying for a leave due to your own serious health condition and are eligible for Hormel Foods short-term disability coverage, Alight will advise you of benefits that may be available to you under short-term disability/FMLA coverage.

Additional guidance for team members who reside in a state with a paid leave plan

If you work in the states of NY or NJ, and are requesting a leave for your health condition, Alight will obtain your information and provide it to MetLife. MetLife will issue the state portion of your payment.

If you work in a state that has a paid leave program, in addition to contacting Alight, you must also contact the state disability plan to file for state disability. Alight will provide you with state contact information to apply for your state benefits.

Alight will assume you are receiving the maximum benefit from the state and will offset that amount from any payment made by Hormel Foods

Absences due to intermittent leave

1.. Prior to the beginning of your shift, report each intermittent absence and all scheduled time missed to your manager.

2. In addition, you are required to report each intermittent absence online through <https://hormel.myleaveproservice.com> or call Alight at 855-249-6318.

IMPORTANT: Absences not reported within 48 hours to your manager and Alight may result in disciplinary action.

Leave extensions

- Alight will reach out to you three days prior to your anticipated return-to-work date to confirm you are returning as planned.
- If you need to extend your leave of absence, notify Alight before the end of your current leave to request an extension.
- Provide additional documentation, as requested, within 18 days. Failure to do so may result in delay or denial of your leave or leave extension.

For more information

Contact the Horizon Solution Center at HRSolutionCenter@hormel.com or call 866-449-7712.