

Example: You call in on day five. The first day you were out is not covered and is counted as an occurrence; the other four days are covered under FMLA.

Continue to follow your location's call-in procedure until you have been approved for leave.

Where can I find more information on FMLA?

You can contact the Department of Labor (DOL) at www.dol.gov or contact Unum.

Beginning the Process

Filing for Family Medical leave is quick and easy. For new claims, call Unum at 866-229-4885 and Press 1. You will be connected to a Unum Intake Specialist to assist you in applying for FMLA. You will be asked for the following information:

- Name, Address, Phone
- SSN, Date of Birth, Date of Hire
- Marital Status
- Dependent Information
- Job Description
- Employer Information
- Manager Information
- Doctor Information
- Reason For Leave
- Last Day Worked or
- First day you wish to apply for future leave (no earlier than 30 days in advance)

Unum will mail your leave eligibility packet to your home within two business days. If you go to www.Unum.com

or download the Unum phone app, you may also sign up for e-communication about your leave.

Make sure you have a signed authorization form on file with your doctor. Your doctor will need to complete the medical certification forms, and you or your doctor must fax the completed documentation to Unum at 800-447-2498 within 15 days from your request.

If Unum has not received any medical documentation or incomplete information within 15 days from the date you called Unum, your application will be denied.

Upon Unum receiving a completed application, Unum will send an approval or denial letter within two days. Continue to follow your location's call-in procedure until you have been approved for leave.

Contact Information

Unum

Monday – Friday 8 a.m. to 8 p.m. ET
Phone 866.229.4885
Fax 800.447.2498

CBS Benefits Contact Center

Mon. – Fri. 7 a.m. to 6 p.m. Central
877.377.4357
Fax: 615.514.7321
cbsbenefits@cummins.com
cbs.lifeevents@cummins.com



Family Medical Leave Act (FMLA) Information



Qualifications and Information

Reasons for Family Medical Leave

- Employee or a qualifying family member's serious health condition.
- Birth, Adoption, or Foster Child Placement.
- Family Member called to Active Duty, or Caretaker for injured active duty service member.

Questions about FMLA

How do I know if I am eligible for the FMLA benefit?

You must have one year of service with Cummins and worked at least 1,250 hours within the previous 12 months.

Is FMLA paid time off?

No, FMLA is 12 weeks of job protected unpaid leave. Any unpaid time (FMLA eligible or not) can be covered with vacation or PTO.

Who is considered an immediate family member?

- Employee's Spouse
- Employee's Children
- Employee's Parents (non in-laws)

Who do I need to notify if I am out on approved intermittent leave?

You must follow the call-in procedure for your location then call Unum at 866-229-4885 and Press 3 for reporting intermittent hours taken.

You must report time taken to Unum within two days for the days to be approved under FMLA.

If you do not call Unum within two days, the intermittent time will be denied and the days are counted under the attendance policy for your location.

How do I know how much FMLA time I have available?

You can contact Unum or your location's FMLA coordinator.

How is FMLA time tracked?

For all locations (except Wisconsin) FML time is recorded on a rolling calendar year. This means if your first FMLA day is May 3, then your FMLA calendar year begins on May 3.

For the state of Wisconsin, FML time is recorded on a 12 month calendar. This means every January, a new 12 week period begins.

What benefits does FMLA guarantee?

FMLA leave guarantees the employer's portion of health benefits including medical, dental, prescription drugs and non-contributory life insurance.

You can continue your medical, dental, and life insurance benefits as long as you are paying your portion of your premiums through ACH or monthly billing.

To do this you must complete a HealthSpan Benefits Continuation Form and return it to CBS, Attn: Billing Dept., 2931 Elm Hill Pike, Nashville, TN 37214.

How may FMLA leave be taken?

As a continuous block of time up to 12 weeks and/ or intermittently (leave taken in separate blocks of time due to a single qualifying reason) or on a reduced schedule (an agreed

upon reduction of an employee's usual number of working hours per week, or hours per work day).

What other types of leave run concurrent with FMLA?

- Work Related Claims
- Short Term Disability Claims
- Reduced schedules due to illness or injury

When should I notify my manager and Unum of my intent to apply for FMLA?

- You must notify your manager immediately if you need to apply for FMLA time.
- You must contact Unum no later than the fourth business day of your absence to apply for FMLA.
- For future FMLA needs, you may apply up to 30 days in advance.

Are FMLA eligibility and approval the same thing?

No, eligibility means you have one year of service with Cummins and have worked 1,250 hours in that year.

Approval means that you have submitted the completed documentation to Unum that meets the federal and/or state guidelines for the requested leave and you have not exhausted all of your FML time.

What if I do not call Unum to request FMLA within the first four days of my absence?

Absences not covered under FMLA are subject to your location's attendance policy. It is the employee's responsibility to make sure all parties are contacted in a timely manner.