How Do I Apply for a Leave of Absence?

If you need to take time off of work for an extended period of time, the following types of leave are available to benefits-eligible employees. Please refer to the eMoney Advisor Handbook (located in Service Now > Policy Library) for more information regarding each type of leave:

Leave Type	Will I Still Get Paid?	Where Will My Pay Come From?
Family & Medical Leave Act (FMLA)	Unpaid job protection	N/A
Short-Term Disability (STD)	Paid – 70% of salary to a maximum of $2,500/week	Sun Life Financial
Long-Term Disability (LTD)	Paid – 60% of salary to a maximum of $6,000/month	Sun Life Financial
Paid Parental Leave (PPL)	Paid – 100% of salary	eMoney Advisor direct deposit
Military Leave	Unpaid job protection	N/A
Personal Leave of Absence	Unpaid	N/A
California Paid Family Leave (PFL, CA employees only)	Partial pay based on quarterly earnings	California State Disability Insurance (SDI)
California Family Rights Act (CFRA)	Unpaid job protection	N/A

There are many different reasons for taking a leave of absence and each of the available leaves has different eligibility requirements and stipulations. Please speak with PX to determine which leave is best for your individual situation. The most common reasons for taking a leave of absence are:

- For the birth and care of a newborn child
- For placement with an employee of a child for adoption or foster care
- To care for an immediate family member (spouse, child or parent) with a serious health condition
- To take medical leave if you are unable to work because of a serious health condition of your own

Please note, this list is not inclusive and leaves of absence can be granted for reasons not mentioned above. Please refer to the eMoney Advisor Handbook for more information.

If you need to take a leave of absence, please follow the below process:

1. Email PX@emoneyadvisor.com to set up time to discuss your situation and go over your leave options.
2. PX will verify your leave eligibility and determine which leave is most appropriate for your situation.
3. You will then submit a formal written request for the designated leave to PX.
4. Depending on the type and reason for your leave, you and a physician may be asked to complete and submit paperwork supporting your requested leave.
5. Once approved, you will notify your manager of your upcoming leave including expected dates.
6. PX will reach out to you regarding next steps.

Important Reminders While on Leave:

- You will not accrue PTO and your bonus award may be pro-rated to reflect the length of service as an active employee during the bonus year.
- While you do not accrue PTO during a leave, you can use previously accrued PTO or previously awarded Floating Holidays concurrently with an unpaid leave to receive pay for days of your choice during the leave.
- eMoney will continue to pay the Employer portion of your health and welfare benefit premiums. You are still responsible for paying the Employee portion of your health and welfare benefit premiums.
- Your 401(k) and HSA contributions will be stopped until you return to work, unless you are receiving a paycheck directly from eMoney, in which case, the contributions will continue to be deducted based on your elections.