Maternity Leave

Leave Type	Eligibility	Vaginal Delivery	Caesarean Delivery	How	v to Apply	When to Apply		Pay Status
FMLA	Employees who have more than 1 year of service (1250 hrs. AND 365 days).	6 weeks*	8 weeks*	В. С.	Web: www.matrixa bsence.com Matrix Mobile App: Matrix eServices Mobile Phone intake center: (877) 202-0055	30 days prior to the due date	 A. 1. B. 1. 2. 	No pay status No PTO hours available OR employee is within the probationary period. Pay status Extended illness hours (if available) first; PL hours thereafter if available <u>Note</u> : Short Term Disability cannot be used with extended illness (only PL Hours)
MedLOA	Employees with less than 1 year of service	6 weeks*	8 weeks*	В. С.	Web: www.matrixa bsence.com Matrix Mobile App: Matrix eServices Mobile Phone intake center: (877) 202-0055	30 days prior to the due date	1. B. 1.	No pay status No PTO hours available OR employee is within the probationary period. Pay status Extended illness hours (if available) first; PL hours thereafter if available <u>Note</u> : Short Term Disability cannot be used with extended illness (only PL Hours)

Miracles made daily.



Baby	Employees	6 weeks*	4 weeks*	A.	Web:	After the	A.	No pay status
Bonding	who have				www.matrixa	baby is	1.	No PTO hours
0	more than				bsence.com	born.		available
	1 year of							
	service			В.	Matrix	EE can	В.	Pay status
	(1250 hrs.				Mobile App:	return to	1.	PL hours if available
	AND 365				Matrix	work after		
	days).				eServices	recovery		
	5 /					(FMLA		
				С.	Mobile	only) and		
					Phone intake	request the		
					center: (877)	Baby		
					202-0055	Bonding		
						time before		
						the baby is		
						12 months		
						old.		
						Minimum 2		
						weeks.		

Note: If both parents work at Jackson, the entire leave period eligibility will be shared between the two.

*Cannot be intermittent. Must be continuous.





Paternity leave

Leave Type	Eligible	Eligible Duration		How to Apply	When to Apply	Pay Status		
Type Baby Bonding	Employees who have more than 1 year of service (1250 hrs. AND 365 days)	Up to 12 weeks*	B.	Web: www.matrixabsence.com Matrix Mobile App: Matrix eServices Mobile Phone intake center: (877) 202-0055	Apply After the baby is born. EE can request the Baby Bonding time before the baby is 12 months	1.	No pay status No PTO hours Pay status PL hours if available	
					old. Minimum 2 weeks.			

Note: If both parents work at Jackson, the entire leave period eligibility will be shared between the two.

*Cannot be intermittent. Must be continuous.

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