



Family Care Leave

Frequently Asked Questions

If you need to take time away from work to care for a seriously ill family member, your Arcwood employer provides you with four weeks of paid time off.

Do I qualify for the family leave benefit?

If you are a regular, full-time, salaried (exempt) or hourly (non-exempt) employee scheduled to work 30+ hours per week, you are eligible for this benefit.

When am I eligible to take this leave?

If approved, you are eligible for this benefit the first of the month following your date of hire. A total of up to four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave or some combination of the two leave types.

Note: Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

When do I need to notify the Leave Administrator of my family leave of absence?

Please notify the Leave Administrator as soon as possible so they and your manager can plan for your absence. Every effort should be made to provide 30 days' notice unless not feasible.

What information do I need to provide regarding my family care leave of absence?

Your Leave Administrator will review required documentation with you:

- Complete and provide the Parental & Family Leave Request Form available in the Forms section under Benefits on the Total Rewards & Benefits Portal.
- If eligible, you will complete the FMLA (Family Medical Leave Act) Medical Certification.
- If you're not eligible for FMLA, complete the Parental & Family Leave Certification Form also found in the Forms section.

What is the family leave benefit and how is it paid?

Your Arcwood employer provides you with up to four weeks of paid time off to care for a seriously ill family member. You will receive 100% of your base weekly earnings (excluding overtime and shift differential). The benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions, apply to your payment. You will receive your payment using the same method and schedule as your regular paycheck.



Bonding Leave (Non-Birth Parent)

Frequently Asked Questions

May I take time off intermittently?

Yes, you can take this time in as little as 15-minute increments, up to 160 hours (4 weeks) for an approved leave.

What is considered a serious illness?

A serious illness of a family member is defined as conditions that would qualify as a serious health condition under the FMLA's Family Member's Serious Health Conditions.

Who is considered an eligible family member?

Under federal law, family members are defined as your spouse/domestic partner, minor child, or parents. If you believe you have a qualifying circumstance or have questions about a potentially qualifying relationship, contact the Leave Administrator.

Can I take more than four weeks away from work to care for my loved one?

If your manager approves additional time off, you may use any accrued and unused vacation or personal time-off benefits available to you to bridge the gap in pay until you return to work. You can also apply for an unpaid leave of absence under the Family and Medical Leave Act (FMLA). Contact your Leave Administrator for more information.

Will my current benefit elections remain active while I'm on leave?

Yes, your benefits are active while you are on leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.