



Announcing Leaves of Absence Now Administered by Hammerman & Gainer LLC

Effective Date: 12/20/2020 - We are pleased to announce that the Family and Medical Leave Act and other federal and state mandated leaves of absence are now being administered by HGI on behalf of Regional Transit Authority (RTA). This service will ensure that your leave is properly and efficiently handled and that qualifying claims are filed.

Family and Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. You are eligible if you have worked for the Regional Transit Authority for at least 12 months and worked for 1,250 hours over the previous 12 months.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, son, daughter or parent who has a serious health condition
- For a serious health condition that makes you unable to perform your job
- In situations of qualifying exigency to be with a employee’s spouse, parent or child if said person is an active servicemember or has an impending call to active duty in support of a contingency operation
- For the care of an injured service member if the servicemember is the employee’s spouse, child, parent, or “next of kin.” FMLA taken for this reason includes an entitlement of up to 26 weeks in a 12-month period.

Advance Notice and Medical Certification

You may be required to provide advance notice and medical certification. Taking leave may be denied if requirements are not met:

- You ordinarily must provide 30 days advance notice when the leave is foreseeable.
- Transdev may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, Transdev must maintain your health coverage under any “group health plan.” You will continue to be responsible for your portion of the cost sharing of the premium payments.
- Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

What You Should Do

Any time you are missing work due to your own serious medical condition or the care of a family member’s condition, please contact HGI.

- Contact your Supervisor or Human Resources Representative.
- Call **504-681-6147** or log on to website www.hgi-global.com
- Your information will be verified by a Benefits Specialist who will initiate the leave of absence process and answer any questions you may have.
- You will be notified of the status of your FMLA claim once it has been processed.