



Below outlines what actions you need to take, as well as additional resource documents to help you through your leave of absence.

Overview

Regardless of your state of residence, all employees at McClatchy may be eligible for job protection under the Family Medical Leave Act, or FMLA. The leave of absence page on Livewell is an easy-to-use online resource that guides employees through the leave of absence process. ***Available around the clock, 365 days a year***

Your responsibilities during a leave are:

- Notify your manager that you are requesting a leave of absence.
- Review the [LiveWell](#) page, [Family Medical Leave Act Poster](#) and any state specific notices that may apply to you.
- Complete the [Leave Request Form \(Google Form\)](#) and note in the form if you have any questions we can support you with
- Contact The Hartford at **1-866-269-6241** or via the website at <https://abilityadvantage>. This is critical to filing any FMLA related and disability paperwork. You will not have the protections granted (FMLA), or income received (Disability), if the Hartford request is not completed. Delaying these may also delay other forms of compensation, including state related benefits.

After initiating your leave, follow up with your doctor and/or The Hartford as needed to ensure your paperwork is completed and received properly.

- File any state specific paperwork for leave benefits as needed, if applicable. Reference your state specific documentation for support.
- Provide payment for any insurance premiums due while on a leave of absence based on the schedule we provide.
- Inform the LiveWell team and your manager of any date changes related to your leave of absence. This may include completing a Return to Work Release form.
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Our responsibilities during your leave are:

- Work with you to ensure you are maximizing your available benefits
- Help coordinate your time off to ensure payroll entries are correct
- Provide assistance to questions you may have regarding your time out
- Coordinate with the Hartford on any employer related questions or responses as needed
- Help your manager with any questions they may have regarding your return to work
- Assist in any Americans with Disabilities Act paperwork as needed

Washington DC

[Notice](#)

[FAQ's](#)

- Employees living in Washington DC may be eligible for DC Paid Family Leave, or PFL. This works in conjunction with any disability to ensure you receive the maximum amount of income available during your disability, up to 100% of your base earnings (plus a commission calculation if applicable)

[How to Apply](#)

To help you with [DC Paid Family Leave](#) the website where you will apply for PFML, we have made the following handy step by step guide.

Step By Step Guide

[Employee DC Paid Leave Handbook](#)

Step 1: **Estimate** your weekly pay from DC PFML [here](#)-Scroll down

Step 2: Create your [DC PFML](#) Account

Step 3: Link to and open the DC Paid Family Medical Leave section.

Step 4: File a claim following the step by step guide. Have ready, if available, your:

- Doctor's information, address, etc.
- Medical paperwork supporting your claim

Step 5: Please note, Washington PFML offsets available benefits with time off.

The Paid Leave Act provides up to:

- [2 weeks prenatal leave](#)
- [8 weeks to bond with a new child.](#)
- [6 weeks to care for a family member with a serious health condition.](#)
- [6 weeks to care for your own serious health condition.](#)

If you are pregnant, Paid Family Leave will provide you with up to two (2) weeks of paid leave to receive medical care related to your pregnancy. These 2 weeks can be used in 1-day periods when you need to miss work to:

- Attend prenatal check-up appointments with your doctor;
- Receive any kind of medical treatment related to your pregnancy;
- Visit a doctor for a diagnosis of a condition related to your pregnancy;

- Stay on bedrest because of conditions related to your pregnancy, if ordered by Dr.

If the employee giving birth to the child is released from work by their physician before the child's projected due date, they may be covered during that prepartum period under the McClatchy's short-term disability program and or state paid leave plan.

Who is eligible for Paid Family Leave?

- Spend more than 50% of your time working in DC. Eligible workers must spend a majority of their time working the District—including teleworking or telecommuting—for a covered employer, and must have completed that work during the year prior to needing leave.
- Are self-employed and have opted into the Paid Family Leave program. Individuals who have earned self-employment income for work performed more than 50% of the time in DC during the year prior to needing leave are eligible for the benefit.
- Are employed when you apply for the benefit. Your wages must have been reported by your covered employer in order for you to be eligible for the benefit. If you are receiving unemployment compensation benefits, you are not eligible for Paid Family Leave.
- Meet specifications as a temporary or seasonal worker. These specifications depend on when your employer reports wages and when you need the benefit.

A calculator to estimate your weekly leave amount is [here](#). As a reminder, your disability benefits are offset by the amount of paid leave you're eligible for, and the usage of time off, such as PTO, does have a direct impact on your benefit provided by PFL.

Ongoing task: Please report to us income received from DC's Paid Family Medical leave by providing your benefit statements or screen captures.