

# LEAVE OF ABSENCE ADMINISTRATION PROCESS

Brunswick's leave of absence policy is managed directly through Prudential, with the exception of bereavement, jury duty and personal leaves. This guide outlines the steps you should follow when you are absent from work because of leave or disability.

## WHEN SHOULD I REPORT AN ABSENCE OR DISABILITY?

First, report your absence for leave or disability to your Supervisor. Within four days, report it to Prudential when:

- Absent more than 3 days and are under a physician's care
- Hospitalized for any amount of time
- Caring for ill or injured FMLA-qualified family member (spouse, parent, or dependent child)
- Pregnant or absent due to pregnancy complications
- Periodically absent due to a chronic or permanent condition of your own or a FMLA-qualified family member
- Caring for a newborn child you recently adopted, or a new foster child
- Absent due to other reasons outlined in Brunswick's absence policy or summary plan description or as defined by state regulations.

## TYPES OF LEAVES MANAGED BY PRUDENTIAL:

- Company Leave
- Short Term Disability (STD)
- Family Medical Leave (FML)
- Long Term Disability (LTD)
- Military Duty

## START A NEW DISABILITY OR ABSENCE CLAIM:

### By Phone

Call **877-FOR-PRU1 (877-367-7781)** and follow the prompts or speak with an absence professional.

### Or Online

1. Log in to **www.prudential.com/mybenefits**
2. Select "Claims and Absence" > "File a Claim / Report an Absence."
3. Input all your information and download any forms.

## HAVE THIS INFORMATION READY

Please have the following information ready:

- Company name: Brunswick Corporation
- Company control number: **41800**
- Employee ID or Social Security Number
- Reason for your absence
- First date absent
- Work schedule
- Date you expect to return to work
- If your absence is related to illness or injury: name, fax, and telephone number of the treating physician
- If caring for a qualified family member: their name and their relation to you

## REPORTING ABSENCE HOURS TO PRUDENTIAL

Once a leave has been initiated with Prudential, all leave related absence hours **MUST** be reported to Prudential, both continuous and intermittent. While time should be submitted to Prudential before the actual time is missed, employees have up to 4 days after to report to Prudential. Failure to do so could result in time not being excused or covered.

## WAYS TO REPORT MISSED TIME FOR EXISTING CLAIM:

- Call Prudential at **877-FOR-PRU1 (877-367-7781)**
- Log in to **www.prudential.com/mybenefits**. Select "Claims and Absence" > "File a Claim / Report an Absence"
- First enroll in Prudential's text program online. Once you are enrolled, text 79706 to report hours.

**Be sure to notify your supervisor and/or location according to your location's attendance policy.**

## IMPORTANT REMINDER!

Notify Prudential of any updates to your leave or disability (i.e., updated information, returned to work, report a delivery date, request forms, etc.).

# BRUNSWICK