

Maternity Leave

Leave Type	Eligibility	Vaginal Delivery	Caesarean Delivery	How 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*	<p>A. Web: www.matrixabsence.com</p> <p>B. Matrix Mobile App: Matrix eServices</p> <p>C. Mobile Phone intake center: (877) 202-0055</p>	30 days prior to the due date	<p>A. No pay status</p> <ol style="list-style-type: none"> No PTO hours available OR employee is within the probationary period. <p>B. Pay status</p> <ol style="list-style-type: none"> Extended illness hours (if available) first; PL hours thereafter if available <p><u>Note:</u> Short Term Disability cannot be used with extended illness (only PL Hours)</p>
MedLOA	Employees with less than 1 year of service	6 weeks*	8 weeks*	<p>A. Web: www.matrixabsence.com</p> <p>B. Matrix Mobile App: Matrix eServices</p> <p>C. Mobile Phone intake center: (877) 202-0055</p>	30 days prior to the due date	<p>A. No pay status</p> <ol style="list-style-type: none"> No PTO hours available OR employee is within the probationary period. <p>B. Pay status</p> <ol style="list-style-type: none"> Extended illness hours (if available) first; PL hours thereafter if available <p><u>Note:</u> Short Term Disability cannot be used with extended illness (only PL Hours)</p>

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Baby Bonding	Employees who have more than 1 year of service (1250 hrs. AND 365 days).	6 weeks*	4 weeks*	<p>A. Web: www.matrixa bsence.com</p> <p>B. Matrix Mobile App: Matrix eServices</p> <p>C. Mobile Phone intake center: (877) 202-0055</p>	<p>After the baby is born.</p> <p>EE can return to work after recovery (FMLA only) and request the Baby Bonding time before the baby is 12 months old. Minimum 2 weeks.</p>	<p>A. No pay status</p> <ol style="list-style-type: none"> No PTO hours available <p>B. Pay status</p> <ol style="list-style-type: none"> PL hours if available
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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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Paternity leave

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

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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