

FAURECIA USA HOLDINGS, INC.

## Employees on a Leave of Absence: Active or Planned

### Frequently Asked Questions

On January 1, 2021, Sun Life will administer the Life insurance, Disability insurance, and Family and Medical Leave Act (FMLA) for Faurecia USA Holdings, Inc.

Please read this information if you are a Faurecia USA Holdings, Inc. employee that is currently on an FMLA or Disability leave, or planning an FMLA or Disability leave for early January.

#### For Planned Leaves

##### **I am planning a leave of absence and I will be reporting it prior to January 1, 2021. Who do I call?**

If you need to report an absence before January 1, 2021, you should call UNUM at 866-860-2056.

Remember to report any absences to your manager and local HR representative.

##### **I am planning a leave and I will be reporting it on or after January 1, 2021. Who do I call?**

If you need to report a leave of absence on or after January 1, 2021, you should call Sun Life at 888-444-0169.

Remember to report any absences to your manager and local HR representative.

##### **How do I report an extension to an existing leave after January 1, 2021?**

You should contact Sun Life and they will assist you with opening, updating or extending your leave.

You can open, update or extend your leave by calling 888-444-0169 or by visiting [www.sunlife-ams.com](http://www.sunlife-ams.com).

#### For Active Leaves

##### **I am currently on an active leave (without Short-Term Disability) with UNUM, and will continue to be on leave after January 1, 2021. Do I need to report a new leave to Sun Life?**

No, you do not need to report a new leave.

Sun Life will receive your leave information from UNUM and assume administration of your leave on January 1, 2021. You will receive a letter from Sun Life confirming your leave and letting you know who to call with any questions.

##### **I currently have an open or pending leave (with Short-Term Disability) with UNUM, will my leave with STD transition to Sun Life?**

If you already have an open or pending STD claim with UNUM, the STD will continue to be reviewed by UNUM.

UNUM will facilitate all STD correspondence and payment of benefits, if approved, under the former Faurecia USA Holdings, Inc. plan.

Sun Life will assume administration of the leave portion of your absence.

If you filed your STD claim in advance of January 1, 2021, but your anticipated date of disability is on or after January 1, 2021, Sun Life will work with UNUM to transition the STD portion of your absence to Sun Life. Sun Life will review your STD claim if you become disabled on or after January 1, 2021.

### **Who do I call if I have a question about my STD benefit status?**

If your disability began prior to January 1, 2021, you should contact your current UNUM claims specialist. Their direct contact information is in the letter you received when your claim was approved.

If your disability begins on or after January 1, 2021, you should contact Sun Life at 888-444-0169.

### **What happens if I'm currently on an STD approved leave and it transitions to a Long-Term Disability (LTD) claim prior to January 1, 2021?**

If your disability date was prior to January 1, 2021, UNUM will administer your LTD benefits.

UNUM will facilitate all LTD correspondence and payment of benefits, if approved, under the former Faurecia USA Holdings, Inc. plan.

### **I currently have an open or pending LTD claim with UNUM, will this LTD claim transition to Sun Life?**

No, if you already have an open or pending LTD claim with UNUM, the claim will continue to be reviewed by UNUM.

UNUM will facilitate all LTD correspondence and payment of benefits, if approved, under the former Faurecia USA Holdings, Inc. plan.

### **How can I check the status of my leave under Sun Life?**

You will receive letters **from Sun Life** with updates on the status of your leave. You can also check the status of your leave anytime on [www.sunlife-ams.com](http://www.sunlife-ams.com).

### **How do I report or track intermittent FMLA time on an existing leave after January 1, 2021?**

You should report each intermittent absence to your manager (following their normal call-off procedure) as well as notify Sun Life.

Intermittent time not reported within 48 hours will not be protected, absence extenuating circumstances.

You can track intermittent time with Sun Life in any of the following ways:

**Phone:** 888-444-0169  
Monday through Friday  
8:30 a.m.–10:30 p.m. ET

**Email:** [Absence@sunlife-ams.com](mailto:Absence@sunlife-ams.com)

**Web:** [www.sunlife-ams.com](http://www.sunlife-ams.com)