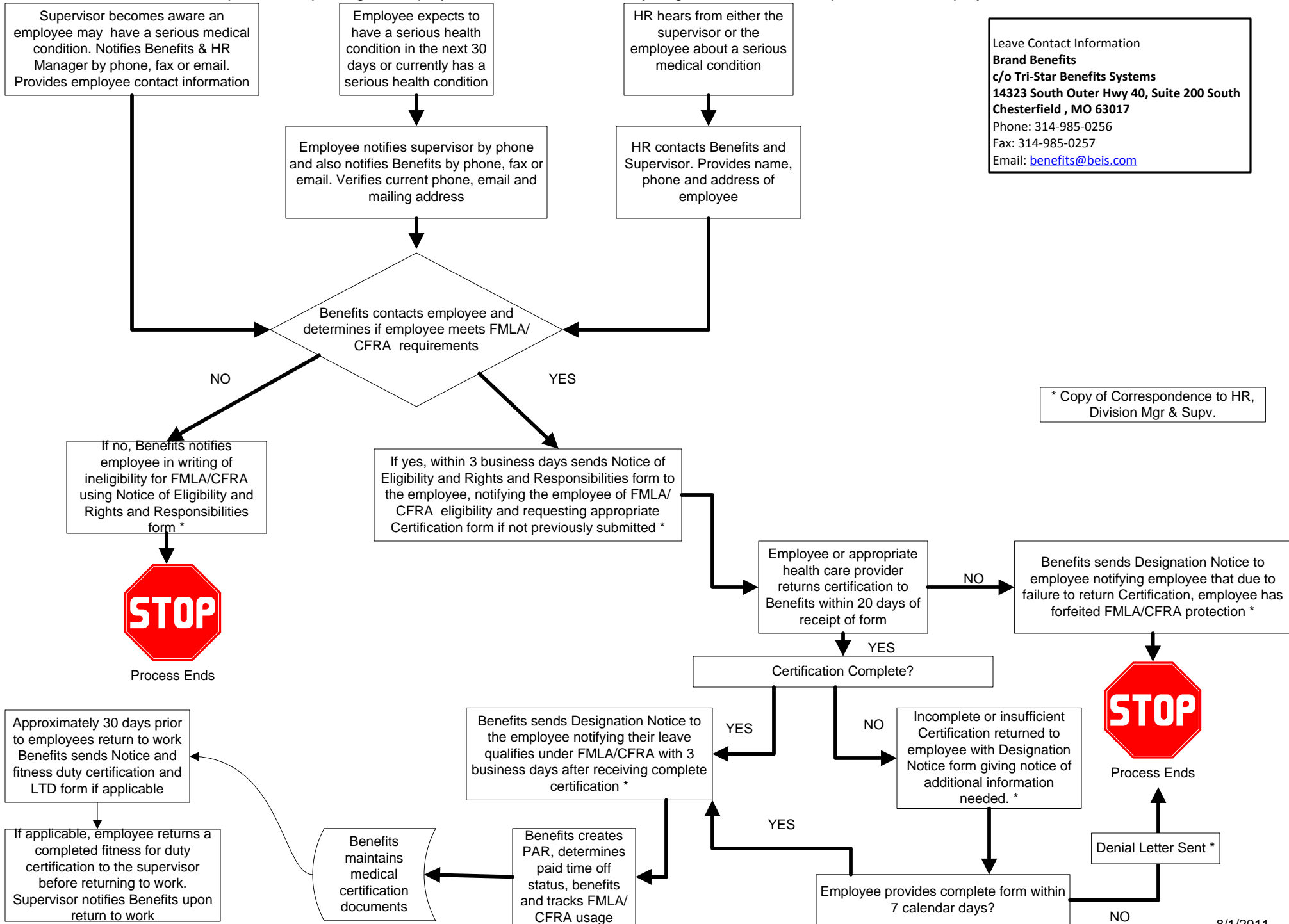


Leave of Absence Process Map

Family Medical Leave Act (FMLA) & California Family Right Act (CFRA)

The process of placing an employee on FMLA or CFRA may begin with either the supervisor, the employee or Human Resources



Leave Contact Information
Brand Benefits
 c/o Tri-Star Benefits Systems
 14323 South Outer Hwy 40, Suite 200 South
 Chesterfield , MO 63017
 Phone: 314-985-0256
 Fax: 314-985-0257
 Email: benefits@beis.com

* Copy of Correspondence to HR, Division Mgr & Supv.