

Leave of Absence FAQ

1. **What is a Leave of Absence (LOA)?**

- A job protected leave under Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or Pregnancy Disability Leave (PDL) (or other state law), a paid leave under SDI or PFL (or other state/local law), an unpaid leave, an unprotected leave, or a leave pursuant to AV's company policy.

2. **What are reasons for a Leave of Absence?**

- Birth and care of a newborn child
- Placement of an adopted or foster child with the employee
- To care for an immediate family member with a serious health condition
- Employee's own serious health condition (including incapacity due to pregnancy)
- Qualifying exigency and military care giver leave

****Any duration of absence from work, five days or more, will initiate the LOA process. ****

3. **How do I get paid while on a leave?**

- There are several ways you could get paid while on a leave. Contact your P&C Benefits Team, AVBenefits@avinc.com, to discuss which leave pay options may apply in your situation:
 - AV supplemental paid leave (maternity, parental, military)
 - Accrued, unused Sick time
 - Accrued, unused Vacation
 - State Disability (available in some states)
 - Paid Family Leave (available in some states)
 - Voluntary Short-Term Disability (if enrolled)
 - Please note: You **CANNOT** use DTO while on a leave.

4. **What happens to my health insurance while I am on leave?**

- AV will continue to pay the company portion of the insurance premiums during your leave for a period of up to a total of 120 calendar days, unless otherwise required by law to extend coverage longer. You must remain current on the employee premiums either through payroll deductions from your paid leave time or via personal check payable to AeroVironment, Inc. In accordance with AeroVironment's leave policy, your eligibility for insurance coverage will end after 120 days of combined total leave days over a twelve (12) month rolling look back period. Once you have exhausted the 120 days, your insurance will be terminated.

5. Will I have access to email and other AV systems during my leave?

- Depending on the nature of the leave, your access to your accounts may be removed. Some considerations that impact access are length of leave, whether the leave is intermittent or not, and approval to work during your leave.

6. What is needed to return to work?

- If you are returning from your own medical related leave, you must request and submit a return to work form from your attending physician or health care provider which is dated within 2 weeks of your return to AVBenefits@avinc.com. The note needs to state the date which you may return to work and what, if any, workplace restrictions apply.