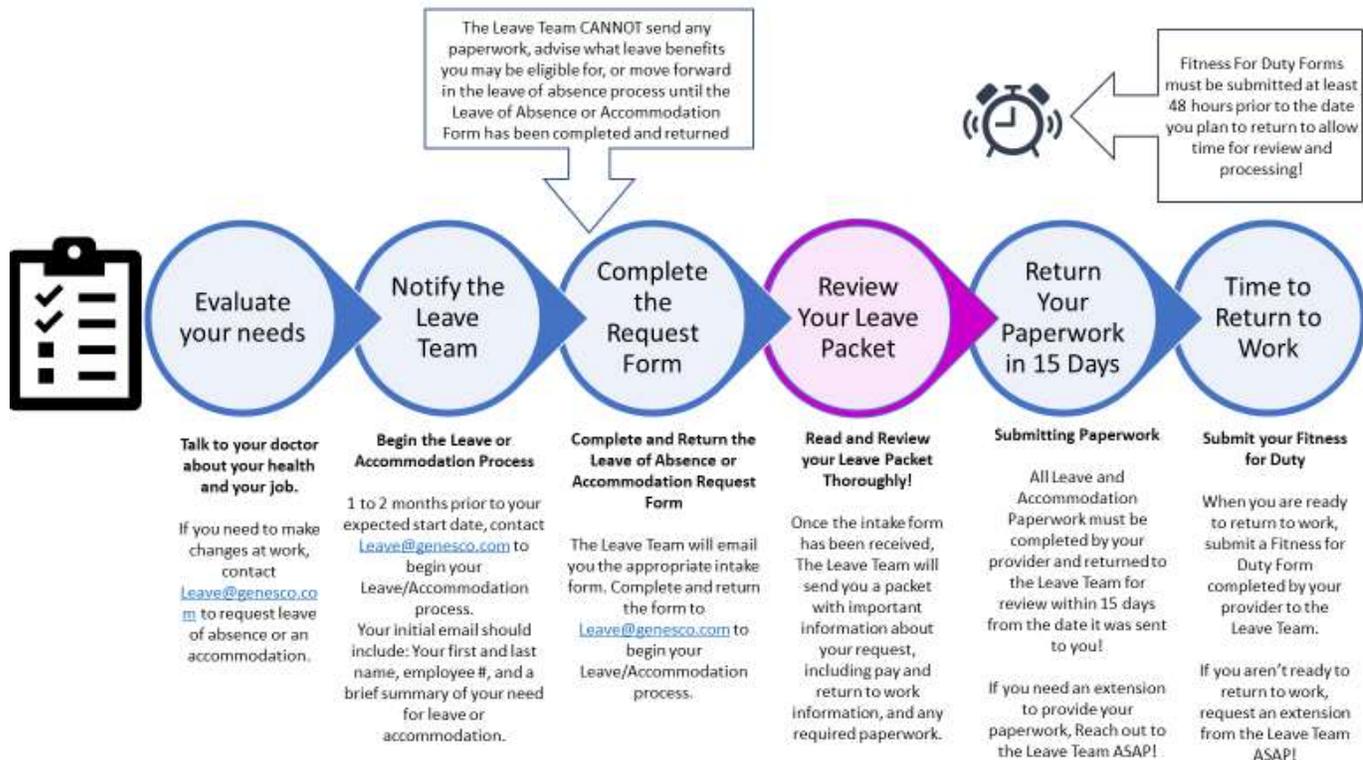


A Quick Guide to Leave

The Leave Team is here to assist employees who (1) need to take time off due to their own health condition or to care for a family member with a health condition (leave of absence) or (2) need to make changes to their working conditions due to a diagnosed condition (accommodation). This quick guide is meant to help you identify when you may need to reach out to Leave, what the process looks like once you've reached out, locate important resources, as well as a few tips and reminders along the way!



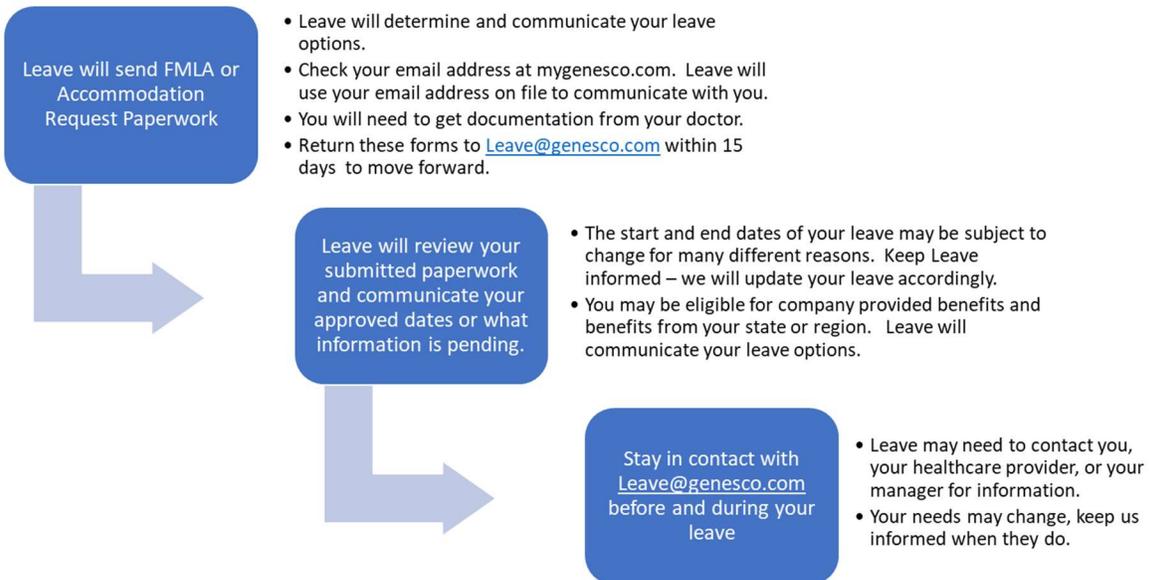
When should I contact Leave@Genesco?

- You need time off for medical reasons, mental health, or have been/will be hospitalized.
- Your healthcare provider has given you restrictions or limitations of any kind.
- You struggle to complete required tasks because of a physical or mental disability.
- You plan to take time off due to the birth, adoption, or fostering of a child(ren).
- You need time off to provide care for a family member.
- You are being deployed by the military or must report to military training.

How do I request a Leave of Absence or Accommodation?

Email Leave@genesco.com to request the Leave of Absence Form needed to initiate the leave of absence process 1-2 months before you plan to start your leave when possible. Your initial email should include: your first and last name, your employee number, and a brief summary of your need for leave.

What happens after I submit the Leave of Absence or Accommodation Form?



Will I be paid while on Leave?

Your pay during leave is determined by factors such as (1) your benefit elections, (2) your time with the company (3) your leave approval, and (4) the reason for your leave.

If you are taking leave due to the birth or adoption of a child, you may be eligible for Maternity and/or Parental Leave. For more information regarding the Maternity and/or Parental Leave, you can view the Family Support Leave Policy and A Quick Guide to Maternity found on the benefits website, www.BenefitsAtGenesco.com.

If you are taking a leave due to your own injury or illness and you elected the **Short Term Disability (STD)** benefit, you may be eligible for partial income replacement for the duration of your leave. Leave will determine and communicate your options for pay while on leave.

If you are out due to a work-related injury, you may be eligible for Workers Compensation. Please reach out to workcomp@genesco.com for Workers Compensation related questions.

What other leaves does Genesco offer?

Family Medical Leave Act

- FMLA is a federal leave of absence
- Eligible employees* can take an FMLA leave regardless of what state they live in.
- FMLA provides 12 week, **unpaid**, job protected leave.
- If you are eligible at the time you wish to begin your leave, you can choose to use all 12 available weeks of leave at one time, or only use a portion of your 12 week entitlement.

Accommodation Leave of Absense

- Employees who are not eligible for FMLA or who have exhausted FMLA leave may qualify for an Accommodation
- Accommodation does not offer job protection. Once you return to work, you may be allowed to return to an open position, if one is available.
- Accommodations are unpaid unless you elect to use paid time off, if available.

*FMLA Eligibility – employed at least 12 months and have worked a minimum of 1,250 hours in the previous 12 months.

Can I use Sick, Vacation, or PTO Pay?

If you are on an approved leave of absence and want to use any available sick, vacation, or PTO hours while on leave, contact leave@genesco.com and advise us of how many hours you want to use. If you are not on an approved leave of absence, contact your manager to submit this request. You cannot use any sick, vacation, or PTO hours while also receiving Maternity Leave pay, Parental Leave pay, or Short Term Disability payments.

STATE SPECIFIC PROVISIONS

Some states offer various leaves of absences to employees in need of leave for their own health condition or to care for a loved one with a medical condition in addition to FMLA. Some states offer paid leaves of absence, while others offer unpaid job protected leaves.



LITTLE
BURGUNDY

schuh

JOHNSTON & MURPHY

Levi's



Bass

Ready to Return to Work?

Please contact Leave@genesco.com at least 2 days before you intend to return to work.

Your healthcare provider will need to let us know that you are physically ready to return to work with a Fitness for Duty form or with a letter releasing you to return. Your physician will also determine whether you will have medical restrictions which require a change in your working conditions. If you have restrictions, Leave will work with your manager to determine if your restrictions can be accommodated.

Once you are cleared to return to work, Leave will email you and your manager providing the date you have been medically cleared to return, as well as any restrictions or limitations that will be in place upon your return to work.

What if I or my family member don't have a Healthcare Provider?

The [Employee Assistance Program \(EAP\)](#) offered by Carelon Behavioral Health is here to help! The Employee Assistance Program is free to all employees and members of their household and is 100% confidential. If you find that you need assistance with depression, anxiety, finding childcare, help discussing difficult topics with your children, finding counseling, adjusting to your role as a caregiver, or updating your will, the EAP can help you with all these things and more!

Go to <https://th.carelonwellbeing.com/genesco> today to access all the free resources available to you and your family!

If you are enrolled in one of Genesco's Medical Plans, you can use the Blue Cross BlueShield of Tennessee Find a Doctor Tool to locate an in network provider near you! Go to www.bcbst.com/findadoctor and log into your BlueAccess account today to find the right in-network provider for you!