

Associate Rights and Responsibilities Under The Family and Medical Leave Act

In compliance with the Family and Medical Act of 1993 (FMLA), Valassis will provide eligible associates up to 12 work weeks of unpaid, job protected leave during a rolling 12-month period. The provisions of this policy are governed by the federal Family and Medical Leave Act and do not supersede any state or local law or collective bargaining agreement which provide greater family or medical leave rights.

Basic Leave Entitlement	<ul style="list-style-type: none"> ▪ For incapacity due to pregnancy, prenatal medical care or the birth of a child ▪ To care for the associate's child after birth, or placement of a child for adoption or foster care. ▪ To care for the associate's spouse, parent, or dependent child due to the family member's serious health condition. ▪ For the associate's own serious health condition that prevents the associate performing his/her job. ▪ Work-related injury or illness leave will be designated as FMLA leave (to the extent it qualifies as FMLA) and will run concurrently with FMLA.
Military Family Leave Entitlement	<ul style="list-style-type: none"> ▪ Eligible associates with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. ▪ FMLA also includes a special leave entitlement that permits eligible associates to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed Forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.
Benefits Continuation	<ul style="list-style-type: none"> ▪ For the duration of FMLA, Valassis will maintain the associate's health coverage under the company's "group health plan" on the same terms as if the associate had continued to work (as long as the associate continues to pay their portion of the benefits as indicated below). ▪ For any paid portion of the leave, Valassis will deduct benefit plan premiums as a regular payroll deduction. ▪ For any portion of the leave that is unpaid, Valassis will notify the associate regarding payment options.
Job Protection	<ul style="list-style-type: none"> ▪ Upon returning from FMLA, most associates are restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. ▪ The use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an associate's leave.
Eligibility Requirements	<ul style="list-style-type: none"> ▪ Employed for at least 12 months (does not have to be consecutive, for example periods of previous employment during the last seven years will be counted towards 12 months). ▪ Have worked for at least 1,250 hours during the 12-month period preceding the request.
Definition of Serious Health Condition	<ul style="list-style-type: none"> ▪ A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the associate from performing the functions of the associate's job, or prevents the qualified family member from participating in school or other daily activities. ▪ Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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Use of Leave	<ul style="list-style-type: none"> ▪ An associate does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Associates must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.
Coordination of Paid Time Off	<ul style="list-style-type: none"> ▪ Associates may be eligible for paid sick days, vacation, short-term disability, long-term disability payments and/or worker's compensation benefits under those individual plans. Accrued vacation or sick time must be used as part of an otherwise unpaid FMLA leave. ▪ FMLA leave runs concurrently with these other plans. ▪ Associates are not eligible for holiday pay during a leave. ▪ Associates do not accrue vacation time during leave. Upon return, the vacation balance will be adjusted accordingly for the remainder of the calendar year.
Associate Responsibilities	<ul style="list-style-type: none"> ▪ Associates ordinarily must provide 30 days advance notice of when the need to take a FMLA leave when the need is "foreseeable" or as soon as practicable for an unforeseeable circumstance and generally must comply with Valassis' normal call-in procedures. ▪ Associates must provide sufficient information for Valassis to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the associate is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. ▪ Associates also must inform Valassis if the requested leave is for a reason for which FMLA leave was previously taken or certified. ▪ Medical certification must be returned within 15 calendar days after requesting the leave. ▪ Valassis may request recertification when a leave involves the absence of the associate. These recertifications can be requested when the minimum duration indicated on the original certification expires or once every 6 months. ▪ Before returning from a leave due to the associate's own serious health condition, the associate must provide medical verification of their fitness for duty. ▪ Valassis will notify the associate of their eligibility to take FMLA leave within 5 business days of associate's request.
Employer Responsibilities	<ul style="list-style-type: none"> ▪ Valassis must inform associates requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the associates' rights and responsibilities. If they are not eligible, Valassis must provide a reason for the ineligibility. ▪ Valassis must inform associates if leave will be designated as FMLA-protected and the amount of leave counted against the associate's leave entitlement. If Valassis determines that the leave is not FMLA-protected, Valassis must notify the associate.
Unlawful Acts by Employers	<ul style="list-style-type: none"> ▪ Interfere with, restrain, or deny the exercise of any right provided under FMLA. ▪ Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
Enforcement	<ul style="list-style-type: none"> ▪ An associate may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Valassis. The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. ▪ FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

A detailed description of the Family and Medical Leave policy is provided online on MyValassis – U.S Policies page. You may also contact your local Human Resources Representative or the Associate Resource Center at 1-877-238-6847.