

Addendum 1: Request for Proposals for Leave Administration Services

Please see below for responses to questions from potential proposers:

1. Is the Short Term Disability Claim volume available? CARTA does not have a Short Term Disability plan.
2. Is the Paid Family Leave Policy available? CARTA does not have a paid family leave policy. Attached is CARTA's FMLA policy.
3. Does the timeline of 7.1.27 for implementation remain the same? Once the vendor is selected, CARTA is looking to implement by late summer/early fall of this year.

Annie Powell

Annie Powell, Director of Grants & Procurement, 5.18.2026

CARTA's POLICY REGARDING FAMILY AND MEDICAL LEAVE ACT

CARTA will provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for CARTA for at least one year, and have worked at least 1,250 hours over the previous 12 months. Employees may take FMLA leave in blocks of time less than 12 weeks, or on an intermittent basis when medically necessary, and if approved by CARTA. Available FMLA time off is based on the 12 month period measured forward from the date any employee's first FMLA leave.

If an employee exhausts all FMLA leave to which he or she is entitled, and cannot return to work, that employee's job is no longer protected.

When the need for leave is foreseeable, an employee must give CARTA at least 30 days advance notice. When the need is not foreseeable, the employee must provide such notice as soon as possible.

CARTA requires medical certification from the employee's health care provider of a serious health condition for which FMLA leave is to be taken. CARTA also requires periodic reports during the period of leave of the employee's status and ability to work. A medical certification may be required at CARTA's discretion before returning to work, depending upon the nature and severity of the employee's health condition. Such medical certifications are mandatory for absences of 30 days or more.

Once it is determined that an absence covered by FMLA is needed, the employee is required to contact the Human Resources Department to ensure proper procedures are followed.

REASONS for which FMLA leave may be taken:

- To care for the employee's child after birth.
- Placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the functions of his or her job.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered service member on active duty (or has been notified of an impending call or order to active duty).
- Caring for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status 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, care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty and attending post-deployment

reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

- USERRA leave time counts as time worked for FMLA eligibility purposes.
- A serious injury or illness for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
 - (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR
 - (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR
 - (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
 - (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Question about what constitutes a "serious" health condition" under FMLA, or other questions about this policy, should be addressed to CARTA's Human Resources Department.

Based on Tennessee State Law, CARTA will allow an employee to be absent from employment for Maternity Leave for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing the infant. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

JOB BENEFITS AND PROTECTION

- For the duration of FMLA leave, CARTA will maintain the employee's health coverage under the "group health plan".
- CARTA requires the initial use of any accrued paid leave (vacation, sick, personal days, etc.) as FMLA leave. Days of paid leave so taken will count against the total number of days available for FMLA in any given year.
- Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of any employee's leave.