



FMLA, Leaves of Absence (LOA) & Disability Process and Administration Changes

To: All U.S. based Legacy DIRECTV employees

Beginning Jan. 1, 2017, employees will align under new processes for requesting FMLA, Leaves of Absence and Disability.

Here is what you need to know:

- Any approved open requests on Dec. 31, 2016, will be managed through completion with our current administrator, The Hartford.
- On Jan. 1, our **Corporate Attendance Leave Management** team will administer the FMLA and LOA process.
 - **FMLA**
 - Eligibility will move from a rolling year to a fixed-calendar year.
 - Supervisors will submit requests via the [Online FMLA Request Form](#).
 - Review the [FMLA overview](#) for more details.
 - **LOA**
 - You will be eligible for Leaves under your applicable AT&T Leave of Absence Policy.
 - Review the [LOA overview](#) for highlights.
 - **State & Municipal Paid Sick Leaves:** Updates now available on [OneStop](#).
- [FMLA & LOA Process Training](#) is available for supervisors. Find course #60048414 in eCORP Learning Solutions.
- **Short- & Long Term Disability** insurance benefits are administered by the AT&T Integrated Disability Service Center (AT&T IDSC). Enrollment is not required. For details, visit [OneStop](#).