

Leave of Absence Checklist

	<i><b>Employee</b></i>	<i><b>Supervisor</b></i>	<i><b>Human Resources</b></i>
<b>Planning the Leave</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult HR for guidance on LOA procedures and requirements</li> <li><input type="checkbox"/> Find out about FMLA eligibility</li> <li><input type="checkbox"/> See section IV of the HR policy manual for details on types of leave</li> <li><input type="checkbox"/> Put in notice of leave, as soon as possible, preferably 30 days prior</li> <li><input type="checkbox"/> Complete LOA form and get supervisor's signature and submit to ER as soon as possible.</li> <li><input type="checkbox"/> Submit completed CHP to HR as soon as possible.</li> <li><input type="checkbox"/> change voicemail greeting and set out of office email reply</li> <li><input type="checkbox"/> Cancel parking payments while away</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult HR for guidance on LOA procedures and requirements</li> <li><input type="checkbox"/> Review employee leave request</li> <li><input type="checkbox"/> Sign LOA documents</li> <li><input type="checkbox"/> Confirm all paid time balances are accurate as of start of leave.</li> <li><input type="checkbox"/> Decide with employee who will complete time sheet during the LOA.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with employee and supervisor on LOA requirements and procedures</li> <li><input type="checkbox"/> Process LOA documents</li> <li><input type="checkbox"/> Review all medical documentation and leave of absence forms for completeness. Follow up with employee and supervisor for clarification.</li> </ul>
<b>During the Leave</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Respond promptly to information requests</li> <li><input type="checkbox"/> Provide return to work release from HCP to supervisor and ER.</li> <li><input type="checkbox"/> Complete and submit Benelect Change of Status (if applicable)</li> <li><input type="checkbox"/> Complete and submit COBRA election forms (if applicable)</li> <li><input type="checkbox"/> Enter leave time in HCM.</li> <li><input type="checkbox"/> Provide leave status updates to HR.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter and approve leave time in HCM according to Payroll cutoff dates and according to HR pay schedule.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor employee leave status and documentation</li> <li><input type="checkbox"/> Process Benelect Change of Status form (if applicable)</li> <li><input type="checkbox"/> Distribute COBRA notification packet (if applicable)</li> <li><input type="checkbox"/> Process COBRA election forms (if applicable)</li> </ul>

<p><b>Returning to Work</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Return to Work release from HCP to supervisor and HR.</li> <li><input type="checkbox"/> Complete Return to Work (RTW) forms</li> <li><input type="checkbox"/> Complete/ submit Benelect election materials (if applicable)</li> <li><input type="checkbox"/> Change tax withholding information (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign RTW section of LOA form as soon as employee returns to work and forward to HR.</li> <li><input type="checkbox"/> Verify release received from employee.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Process RTW documents</li> <li><input type="checkbox"/> Deliver RTW packet that includes Benelect election materials and other forms</li> <li><input type="checkbox"/> Follow-up after 2 weeks re: Benelect re-enrollment</li> </ul>
---------------------------------	--	---	--