



When Employee realizes need for time away from work (i.e. illness, injury):

_____ advises _____ of need for time away from work (include date or anticipated date leave will begin and anticipated length of time needed)

_____ contacts _____ to discuss need for leave and the process and paperwork requirements

_____ completes and returns required paperwork to _____ in a timely manner

_____ submits absence requests for time away from work until employee is advised leave is approved

_____ stays in contact with _____, advising of any changes in the leave start or end dates as noted in the medical documentation

_____ provides Return to Work Release Statement to _____ prior to returning to work

_____ should not be engaged in any work-related activities during their leave of absence.

Human Resources is contacted by employee regarding need for time away from work

_____ meets with _____ to discuss the nature of their leave and leave of absence process and discusses and provides required paperwork

_____ advises employee to provide notification to supervisor regarding the need for time away from work and the dates and amount of time anticipated. (

If employee has been away from work due to illness/injury for 5 consecutive days

_____ contacts _____ to advise employee has been away from work for 5 days due to illness/injury and may not be able to return on day 6.

_____ is responsible for approving, and if needed applying, Sick or Vacation time to employee timesheet until Benefits Specialist provides notification that leave is approved.

If _____ has questions after receiving information from _____ regarding approval of Leave of Absence for an employee, the Supervisor should contact the Benefits Specialist for further discussion

_____ should not contact employee during the leave of absence. If Supervisor needs information from employee regarding work-related matters, Supervisor should contact _____, and HR will reach out to employee and provide information to supervisor.