



Employee Responsibilities

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

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

Employee contacts **Human Resources** to discuss need for leave and the process and paperwork requirements

Employee completes and returns required paperwork to **Human Resources** in a timely manner

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

Employee stays in contact with **Human Resources**, advising of any changes in the leave start or end dates as noted in the medical documentation

Employee provides Return to Work Release Statement to **Human Resources** prior to returning to work

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



Human Resources Responsibilities

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

Benefits Specialist meets with **employee** to discuss the nature of their leave and leave of absence process and discusses and provides required paperwork

Benefits Specialist advises employee to provide notification to supervisor regarding the need for time away from work and the dates and amount of time anticipated. (**Employee does not need to provide specifics regarding the nature of their leave to their supervisor**)

Benefits Specialist contacts **supervisor** to advise of employee's request for leave, anticipated dates, and length of time the employee will be away, with specific dates and length of time provided after medical paperwork received by HR

Benefits Specialist provides approval/denial notifications to **employee and supervisor** after medical documentation is received with specific dates and length of time approved for the leave based on doctor's assessment.

Benefits Specialist applies leave time to employee timesheet while on **approved continuous leave** and instructions to employee and supervisor for submitting intermittent leave time.

Benefits Specialist provides update to **supervisor** regarding any changes in leave dates, as provided by doctor, and advises when return to work release has been received and if any restrictions must be observed.



Supervisor Responsibilities

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

Supervisor contacts **Human Resources** 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.

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

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