



*Taking a Leave of Absence can be stressful and employees may come to you as their manager with questions. This checklist is designed to help you understand the steps to take as a manager to help your employee plan and apply for their leave. There is also a checklist for employees to follow to help them through the leave process.*

### Steps in Summary:

#### 1. Review This Checklist

#### 2. Meet with your Employee Before and Upon Their Return from Leave

**\*If the employee's injury is work-related, immediately proceed to the College's Incident & Injury Reporting site located [here](#)**

### BEFORE YOUR EMPLOYEE'S LEAVE

- Visit and review the leave of absence resources available to employees located on the [College's Leaves website](#) to familiarize yourself with the types of employee leaves and additional information including employee rights and responsibilities for each type of leave. Please also review the Guide to Taking a Medical, Parental or Family Leave of Absence found on the Leaves [page](#) that provides detailed information about medical, parental, and family leaves, benefit durations, and maximum benefit amounts.
  - If injury is work related, please immediately proceed to the College's Incident and Injury Reporting website located [here](#).
  - Medical information is private information and should not be shared or discussed with other employees.
  - Remind the employee they must initiate a leave of absence with Sun Life if applicable as noted in the guide
  - Let the employee know there is additional support available by contacting KGA (the College's Employee Assistance Program) available 24/7 by calling 800-648-9557
- A member of the HR Benefits team will contact you if the leave is approved, to provide you with the expected return and any actions you should take such as managing time in UKG/Kronos.
- When the Leave is approved, please schedule time with the employee to review & discuss, if applicable:
  - Coverage plans, including which job responsibilities will need to be reassigned during the leave of absence including
  - Time management in Kronos/UKG
  - Any special arrangements or requirements needed before the leave of absence begins. If the employee requires a disability-related accommodation, please direct them to contact the Associate Director of Employee Relations, Merrilee Grenier, via email at [mgrenier@holycross.edu](mailto:mgrenier@holycross.edu).
  - How the employee would like to "keep in touch" during their leave (e.g. monthly phone call, invitations to social events, no contact, etc.)
- Contact your HR Talent Team Partner to discuss temporary replacement/backfill options if needed \*

### DURING LEAVE

- Keep in touch with your employee as they requested during your initial meeting before their leave. If an employee provides an update to their expected return date, please email the HR Benefits Team. Please consult the HR Benefits Team if you require information about the leave end date.
- If applicable, make sure timecard entries noting the leave are made in UKG/Kronos before approving time
- For Medical, Parental or Family Leave of Absences: Remind the employee they must complete and submit the necessary documentation they have been directed to, to **Return to Work**, to the Benefits Team and Sunlife at least 3-5 days PRIOR to their return.

### RETURNING FROM LEAVE

- Prior to returning to work, if the employee requires any disability-related accommodation, please direct the employee to contact the Associate Director of Employee Relations, Merrilee Grenier, via email at [mgrenier@holycross.edu](mailto:mgrenier@holycross.edu).
- Consider a team gathering (morning coffee, lunch, etc.) to welcome your employee back.
- Book regular meetings to check in with your employee about how their return to work is going and how you can help them.

*If you have any questions or concerns, please contact Antonio Rocha, [arocha@holycross.edu](mailto:arocha@holycross.edu), 508-793-2424 or [HRBenefits@holycross.edu](mailto:HRBenefits@holycross.edu)*

\* If needed, the Request for Temporary Staff form can be found [here](#) under **Employment/Position Forms**