

Employee Leave - Planning: Checklist

*Initiating and taking a Leave of Absence (LOA) can be stressful. We want to make navigating this process as easy as possible. This checklist is designed to help you understand the steps to take to plan and apply for an eligible LOA. Please note, the **Employee Request to Initiate a Leave of Absence form is required to be completed** for all employee leaves*.*

Steps in Summary:

- 1. Review This Checklist**
- 2. For Medical, Parental or Family Leaves**
Review the Guide to Taking a Medical, Parental or Family Leave
Contact Sun life to Start Your Leave of Absence Claim
- 3. Complete The Appropriate Initiate a Leave of Absence Request Form found [here](#)**
- 4. Inform Your Manager**
- 5. Consult with the HR Benefits Team Regarding Your Leave**

***If your injury is work related, immediately inform your manager/supervisor & go to the College's Incident & Injury Reporting website located [here](#)**

BEFORE YOUR LEAVE

- Visit the [Leaves page on the College's website](#) where you will find information for the types of leaves of absences including your rights and responsibilities for each type of leave. Please review the information for the specific leave you are requesting to take prior to meeting with your manager. This information will prepare you in advance for planning purposes while you are on leave.
- For Medical leaves for yourself or family member, including a work related injury please review the Guide to Taking a Medical, Parental or Family Leave of Absence found on the Leaves [page](#). This guide provides detailed information about medical, parental and family leaves, benefit durations, and maximum benefit amounts.
 - If your injury is work related, please immediately inform your manager/supervisor and go to the College's Incident and Injury Reporting website located [here](#)
- Contact Sun Life to initiate your leave claim. Detailed instructions on how to file a claim can be found on the leaves [page](#).
- For additional support contact KGA (the College's Employee Assistance Program) - available 24/7 by calling 800-648-9557
- When you submit the request to initiate an LOA form, let your manager know of your pending leave
- Once your leave request is approved, please schedule some time with your manager to review & discuss the applicable items below:
 - How to track your absence with your manager/supervisor for example in UKG/Kronos
 - Coverage plans, including which job responsibilities will need coverage during the LOA including Time management in Kronos/UKG
 - How you would like to "keep in touch" during your LOA (e.g. monthly phone call, invitations to social events, no contact, etc.)

- If you require any disability-related accommodation(s) prior to your leave of absence to assist you in performing the essential functions of your position please contact the Associate Director of Employee Relations Merrilee Grenier via email at mgrenier@holycross.edu

DURING LEAVE

- For intermittent leaves, make sure your timecard accurately reflects your hours worked and time you are on leave. For any edits or changes to your timecard, please work with your manager/supervisor or timekeeping personnel.
- Keep your manager informed of changes in the expected end date of your leave
- For a continuous Leave of Absence, contact your manager at least 3 weeks prior to returning to work
- Ensure the necessary return-to-work steps with Sun Life have been made
- For Medical, Parental or Family Leave of Absences: Please complete and submit the necessary documentation you have been directed to, to **Return to Work**, to the Benefits Team and Sun Life at least 3-5 days PRIOR to your return.

RETURNING FROM LEAVE – YOU AND YOUR MANAGER

- Prior to returning to work, if you require any disability-related accommodation(s) to perform the essential functions of your position, please contact the Associate Director of Employee Relations, Merrilee Grenier via email at mgrenier@holycross.edu
- Meet with your manager to discuss how your return to work is going and how they may be able to help you.

If you have any questions or concerns, please contact Antonio Rocha, arocha@holycross.edu, 508-793-2424 or HRBenefits@holycross.edu