

Leave of Absence Checklist

Planning the Leave	- Consult HR for guidance on LOA procedures and requirements - Find out about FMLA eligibility - See section IV of the HR policy manual for details on types of leave - Put in notice of leave, as soon as possible, preferably 30 days prior - Complete LOA form		
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Returning to Work	Provide Return to Work release from HCP to supervisor and HR. Complete Return to Work (RTW) forms Complete/ submit Benelect election materials (if applicable) Change tax withholding information (if applicable)	Sign RTW section of LOA form as soon as employee returns to work and forward to HR. Verify release received from employee.	Process RTW documents Deliver RTW packet that includes Benelect election materials and other forms Follow-up after 2 weeks re: Benelect re-enrollment
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