

Overview: Leave of Absence Workflow

1. Employee Notifies Human Resources of Leave Request.
2. Human Resources provide **Leave of Absence Request Form** to the Employee.
Other information provided attached:
 - EDD Information (EDD Disability Insurance Provisions & SDI Tips Online)
 - **AbsencePro** Claims Submission Checklist
 - **AbsencePro** Employee Experience
 - Employee Responsibility, Leave of Absence
3. Once the Internal HR Leave Request Form is submitted, Human Resources notifies Manager of impending leave via email: **Manager Notification for Employee Leave Request**.
Other information provided attached:
 - Manager Responsibility, Leave of Absence
 - Confidentiality Guidelines for Managers
4. Employee initiates Leave Request via **AbsencePro**.
5. Within 5 business days, the Employee and Human Resource receives *Decision Letter* from **AbsencePro**. Human Resources sends Designation Notice to both Employee (via Email & Certified Mail) and Manager (via Email): **Designation Notice to Employee and Manager**.
6. 30 days prior to return to work date, Human Resources will confirm with the Employee their Return to Work Status via email: **Employee Notification for RTW Status**.
7. Once the Employee confirms their RTW Status, Human Resources will notify the Manager of the Employee's RTW Status via email: **Manager Notification for Employee RTW Status with/without Restrictions**.