

Leave of Absence Guide for Team Members

Purpose of the Leave of Absence Guide

At AlerisLife, we want to make sure you and your team feel supported through the expected and unexpected. This means having a clear understanding of your and our responsibilities during a leave of absence and what to expect during the process.

- 1) How to initiate a leave of absence?
- 2) Who to contact during a leave of absence?
- 3) How to continue benefits during a leave of absence?
- 4) How to end a leave of absence?
- 5) How to file for an extension or temporary accommodation?
- 6) What if I cannot return to work?

Program Details

1) How to initiate a leave of absence?

If you think you or one of your team members needs to take a leave, either continuous or intermittent, make sure to share the number for our leave administrator contact through NY Life. NY Life will be the sole decision maker on the approval or denial of the leave based on federal and state law, and any applicable internal policies.

[New York Life Disability and Leave Request](#)

NY Life will determine the type of leave for which you may qualify (see policies below for additional details):

- FMLA
- Applicable State Family Medical Leave
- Leave as an Accommodation
- Personal Leave
- Short-term Disability Benefits

NY Life will then provide you with the paperwork necessary to complete the application:

- FMLA Policy
- Notice of Eligibility and Rights
- Medical Certification
- Applicable State Notices

To have immediate access to all notices and forms, register online at myNYLGBS.com.

You will have 15 days to complete the request for leave paperwork. Please make sure to attach your job description, which your manager can provide to you. Upon completion and submission, NY Life will review and send an approval (or denial) packet:

- Leave Determination Letter

2) Who to contact during a leave of absence?

During the application process, NY Life will assign you an Absence Manager, who will guide you through the process and be your contact for any questions that arise during your leave.

The AlerisLife Benefits/HR team and your supervisor will receive copies of any determinations and updates about your leave and we will update Workday accordingly.

In addition, it is good practice to stay in touch with your supervisor about your expected return date. You can also reach out to DL-HR-Benefits@5ssl.com with any additional question.

3) How do I continue my benefits during a leave of absence?

FMLA protected Leaves

There is no impact to your benefits if your leave is approved under FMLA. Once AlerisLife receives the FMLA approval notification, we will email you a request for payment with the premiums amount owed for the period of your approved leave. Checks to cover the employee portion of your premium should be sent to the following contact:

Attn: Benefits Department
AlerisLife Inc.
255 Washington St, Suite 230
Newton, MA 02458

All other Leaves

If you are on an unpaid leave, either medical, family or personal, that lasts for more than 30 days, you will no longer be eligible to continue your AlerisLife health and welfare benefits.

Your benefits will be cancelled as of the effective date of your unpaid leave and you will receive a COBRA election packet from our COBRA administrator, HealthEquity/WageWorks in the mail or you can access your account online to make your elections.

[HealthEquity/WageWorks Cobra Instructions](#)

Once your return from leave is processed in Workday, you will receive a benefits election event in your Workday inbox to re-elect coverage. You will be reinstated as of the first of the month following the date you return to work.

4) How to end a leave of absence?

You are required to return to work on the day following the end date of your leave as determined by your healthcare provider and/or NY Life. AlerisLife's HR team will update Workday and conclude your leave.

Failure to return to work on the date you are scheduled to return will be considered a voluntary resignation.

5) How to file for an extension or temporary accommodation?

If you need an extension of your leave, you will work with NY Life on any required documentation. If you are unable to return to work past your FMLA period, NY Life will assign a vocational coach to evaluate the request and work with AlerisLife to determine whether leave as an accommodation is required and or feasible.

6) What if I cannot return to work?

If, after FMLA has been exhausted, a provider determines that you are unable to return to your current job with or without restrictions, or any other job at AlerisLife with or without restrictions, AlerisLife in conjunction with NY Life will determine whether you are eligible for short- and/or long-term disability benefits. Your employment with AlerisLife will end unless an open and available position for which you are qualified with or without a reasonable accommodation can be identified for which you are cleared by your health care provider.

Additional Resources ~ Learn More!

[FMLA Policy](#)

Information and process for leaves taken under the Family and Medical Leave Act (FMLA)

[Personal Leave Policy](#)

Information and process for personal leave, including non-FMLA medical leaves.

[New York Life Disability and Leave Request:](#)

Instructions how to file your Absence request (Disability and/or Leave).