
EMPLOYEE LEAVE OF ABSENCE (LOA) CHECKLIST

BEFORE THE LEAVE:

- ☐ **Notify your manager and Total Rewards Team**
 - **5 Days or Less:** Notify your manager and use available Paid Time Off (PTO).
 - **More Than 5 Days:** Notify both your manager and the Total Rewards team at totalrewards@rymanhp.com at least 3 days prior to your leave, if possible.
- ☐ **File a claim with New York Life.** *(Recommended within 30 days of the leave)*
 - **Online:** <https://www.mynylgbs.com/auth>
 - **Phone:** 888-842-4462 (English) or 866-562-8421 (Spanish)
- ☐ **If this is a work-related illness or injury, notify your manager/HR immediately.**
- ☐ **Prepare for temporary system access changes**
 - Your company e-mail and ADP timecard will be temporarily disabled during your leave.
 - Ensure personal contact information is current so we can communicate with you while on leave.
 - Coordinate with your manager to determine appropriate e-mail access while you are on leave. (temporary re-assignment of e-mail, e-mail forwarding, out-of-office autoreply, etc.)

DURING THE LEAVE:

- ☐ **Notify the Total Rewards Team of any paid time off you would like to use**
 - If you do not specify, the available time will be used in the following order:
Vacation Rollover → Floating Holiday → Sick Leave → Vacation Time
- ☐ **Pay your benefit premiums to maintain healthcare coverage**
 - If you are using paid leave, premiums will be deducted from your paycheck as usual.
 - If you are using unpaid leave or receiving short-term disability pay, premiums must be paid directly to Alight (YBR) to continue coverage.
- ☐ **Keep your manager, Total Rewards Team, and New York Life informed**
 - Provide any updates regarding your leave or changes to your expected return to work date.

RETURNING TO WORK

- ☐ **Submit New York Life's Fitness for Duty Certification Form (if applicable)**
 - If you were on leave for 5 or more days due to your own medical condition, the form must be completed by a physician and presented to your manager or HR before returning to work.
- ☐ **Notify manager of return-to-work date**
 - Inform manager at least 3 days before your expected return for planning and scheduling needs.
- ☐ **Request workplace accommodation (if needed)**
 - If accommodation is needed, consult with your manager, Total Rewards, and HR before your return so they can be arranged.
- ☐ **Upon your return to work, your email and ADP access will be restored.**