
MANAGER LEAVE OF ABSENCE (LOA) CHECKLIST

BEFORE THE LEAVE:

- ☐ **Notify the Total Rewards Team**
 - **5 Days or Less:** Employee can use available Paid Time Off (PTO).
 - **More Than 5 Days:** E-mail totalrewards@rymanhp.com if an employee is requesting an LOA.
- ☐ **Guide the employees to file a claim with New York Life** (*Recommended within 30 days of 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 HR immediately.**
- ☐ **Prepare for Temporary System Access Changes**
 - The employee's company email and ADP timecard will be temporarily disabled during leave.
 - Ensure employee personal information is current so we can communicate with them.
 - Coordinate appropriate e-mail access while the employee is on leave.
(temporary re-assignment of e-mail, e-mail forwarding, out-of-office autoreply, etc.)
 - If employee e-mail access needs to be delegated, provide details to the Total Rewards Team.

DURING THE LEAVE:

- ☐ **Respond promptly to the Total Rewards Team with any requests for information**
- ☐ **Notify the Total Rewards Team of any paid time off the employee would like to use**
 - If the employee does not specify, the available time will be used in the following order:
Vacation Rollover → Floating Holiday → Sick Leave → Vacation Time
- ☐ **Employees must pay benefit premiums to maintain healthcare coverage**
 - If an employee is using paid leave, premiums will be deducted from their paycheck as usual.
 - If an employee is using unpaid leave or receiving short-term disability pay, premiums must be paid directly to Alight (YBR) to continue coverage.
- ☐ **Keep the Total Rewards Team updated on any updates or confirmed return-to work dates**

RETURNING TO WORK

- ☐ **If the employee has not contacted you at least three days prior to their expected return to work, contact them to confirm their return date.**
- ☐ **Notify Total Rewards Team of the employee's return-to-work date and send a copy of their Fitness for Duty Form** (*if applicable*) to totalrewards@rymanhp.com
- ☐ **Coordinate Accommodation** (*if needed*)
 - If an employee requires accommodation upon returning, coordinate with HR and Total Rewards.
- ☐ **Once the employee returns to work, their work e-mail and ADP access will be restored.**
 - It is important to inform the Total Rewards Team when an employee returns, so employment status can be updated to ensure accurate payroll processing.