

Club LOA – Outline of Responsibilities

To ensure a seamless experience for the TM, it is critical that **EACH** party understand their responsibilities and execute them in a timely manner.

Team Member Role

- Request a leave of absence with UNUM 30 days in advance of your anticipated leave begin date.
- Provide the requested documentation, in a timely manner.
- Keep the lines of communication open with the Benefits Department and your Manager.
- Provide a Fit for Duty Certification to come back from your leave if you are absent for medical reasons.

Club Manager Role

- Direct the TM to apply for a leave of absence, 30 days in advance or as soon as they know they need a leave in an unforeseen situation.
- Contact the TM frequently to check on their well being and to ensure they are following the process.
- Know the leave status and support the process

HRBP Role

- Provide support with the process as needed

Benefits Department Role (Benefits@planetcsc.com)

- The primary contact at PF for a TM that has any questions about the LOA process.
- Notify Club Manager & HR Partners of the employee's leave status.
- Update the ADP System and partner with payroll to ensure TM pay is correct, if applicable.
- Apply appropriate PF policies (accruals).
- Monitor benefit payments and send benefit invoice if applicable.

UNUM Role www.portal.unum.com

- Administrate the Leave of Absence throughout the entire process.
- Make decision on an LOA request to ensure compliance with federal and state laws.
- Communicate updates on the leave as documents are required.

