



✓ Employee Checklist for Absence Request

If you are unable to work due to a qualifying reason under the Family and Medical Leave Act (FMLA), or need time off provided by another Company leave policy, this checklist provides you with the steps to help ensure the leave process runs efficiently.

You must submit a leave request if you expect to be away from work for more than 3 consecutive days or need to take an intermittent leave or reduced schedule leave for any of the qualifying reasons:

Family and Medical Leave Act Leaves



- ✓ Your own serious health condition that prevents you from performing the essential functions of your job. A **serious health condition** includes pregnancy (e.g., prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).
- ✓ To bond with a newborn child, or newly placed adopted or foster child. The leave must be requested within 12 months of the birth or placement.
- ✓ To care for an eligible family member who has a **serious health condition** (e.g., legal spouse, child, parent)
- ✓ To care for a covered Service Member (i.e., spouse, child, parent or next of kin) recovering from a serious illness or injury sustained in the line of active duty.
- ✓ A Qualifying Exigency Leave allowing time to manage the Military affairs of a covered Service Member while the member is on active duty or called to active duty status.

Additional Types Leave

 Education Leave	 Military Leave	 Paid Time Bank (PTB)	 Short Term Disability (STD)
Extended leave to participate in an accredited educational program	Leave for military service in compliance with USERRA	Used for illnesses/injuries; Parental bonding	Own non-work related illness/injury; Care for a spouse or dependent child affected by injury/illness.

Submitting Your Leave Request in Workday

- You should submit your leave request in Workday.
- Select the Time Off worklet on the home screen.
 1. Click on the Leave of Absence button under the Request column.
 2. Enter the first day of leave using the calendar provided.
 3. Enter the estimated last day of leave in the space provided.
 4. Choose the type of leave from the drop-down menu and click **Submit**:
 - Employee > Bonding (Paternity, Adoption, Foster)
 - Employee > Education Self
 - Employee > Medical Family
 - Employee > Medical Self
 - Employee > Military
- Contact your manager with any questions regarding your leave.

During Your Leave

Once you have submitted your leave request, the Leave Administration Team will review, verify your eligibility, and send you the necessary paperwork within 5 business days through your Workday inbox, Penn Medicine/LG Health email, or personal email or U.S. Mail (if you are currently off work).

- You must return any required documentation within 15 calendar days from the distribution date of the forms.
 - ✓ This includes any required medical documentation from you or your family member's Physician
 - The Leave Administration Team will review the required documentation and make a determination to approve or deny your leave request.
 - You and your Manager will receive a Workday notification of the approval or denial of your leave request within 5 business days of receipt of the required documentation. If leave of absence has already commenced, you will receive a written approval or denial via your persona email or U.S. mail to your home.

- Viewing your Leave Information in Workday:
 1. Navigate to your profile (click on your photo in the upper right hand corner and select **View Profile** under your name).
 2. Select **Time Off** on the left hand side of your profile, and then select the **Time Off and Leave Request** tab).
 3. Click the appropriate event hyperlink under **Leave of Absence**.
 4. Navigate the tabs to view **Leave Information**.
 - **Details** – last day of work, first day of leave, estimated last day of leave, leave type
 - **Process** – process history (review comments for specific details of approved leave)
 - **Related Links** – hyperlink to FMLA information on benefit website

Returning to Work

- When you are returning to work with or without restrictions you must provide a completed Fitness for Duty form to the Leave Administration Team prior to the start of your first shift. Any restrictions must be approved by the Leave Administration Team before you may return to work.
- Your return to work will be updated by the Leave Administration Team upon receipt, review, and acceptance of the Fitness for Duty form.

? Frequently Asked Questions

(Q) What does FMLA provide?

Eligible employees may receive up to 12 workweeks of **unpaid** leave in a 12-month period for qualifying reasons; (26 weeks for Military Caregiver Leave). Group health benefits* are maintained during an approved FMLA leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

** Dependent Care Flexible Spending Account (FSA) participation will be discontinued upon the employee's leave. IRS guidelines require that employees must be working to be eligible for this benefit. Employees may resume this benefit upon return from leave. Medical FSA participation will discontinue upon the employee's 5th week on leave. Employees may opt to continue Medical FSA with post-tax deductions through direct billing (Trustmark); otherwise may reenroll upon return from leave.*

(Q) What qualifies as a serious health condition?

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;

Employee Checklist for Absence Request

Page 3

- Conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than 3 consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

(Q) When do I need to provide notice if I plan to take leave?

- If your need for leave is foreseeable (expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition), you must provide LG Health with at least 30 days advance notice.
- If the need for leave is not foreseeable, you must provide notice to LG Health, as soon as is practicable.
- You are required to comply with LG Health's usual and customary notice and procedural requirements for requesting leave.

(Q) Do I have to take leave all at once or can I take time off periodically or at a reduced schedule?

When it is medically necessary, you may take FMLA leave intermittently (taking leave in separate blocks of time for a single qualifying reason) or on a reduced leave schedule (reducing your usual weekly or daily work schedule). When leave is needed for planned medical treatment, you must make a reasonable effort to schedule treatment so as not to unduly disrupt daily business operations.

(Q) Can LG Health change my job when I am on an intermittent or reduced schedule leave?

If you need intermittent/reduced schedule leave for foreseeable medical treatments, you must work with your Manager to schedule the leave so as not to disrupt daily business operations. In such cases, you may be transferred temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than your regular job.

(Q) Am I required to use my PTB and or STD during my leave?

Yes, you must use paid time in accordance with the PTB, STD and/or PPT policies. All paid leave used runs concurrently (at the same time) with your FMLA leave entitlement. Paid time off is available from accrued PTB, STD and/or PPT hours.

(Q) What does STD provide?

STD provides paid time off from work if you are absent from work or for your own or a family member's personal illness or injury (if supported by medical documentation).

- STD benefits begin on the 8th consecutive calendar day of your personal illness or injury until your STD exhausts.
- You may use up to 20 consecutive calendar days, beginning on the 8th day of your family member's personal illness or injury.

(Q) Who is eligible for STD and when can STD be taken?

Employees assigned to work 20 or more hours per week are eligible to begin to accruing STD hours upon hire, and may use accumulated STD hours after completing 90 consecutive days of employment.

(Q) What happens if I remain disabled after STD time exhausts?

PTB is used for continued income replacement. When both PTB and STD hours are exhausted, the time off is recorded as NO PAY.

Helpful Resources When Unable to Work



QUEST Behavioral Health – Employee Assistance Program (EAP)

Employee Checklist for Absence Request

Page 4

The EAP offers confidential counseling, educational tools, and referral services to help you manage life's problems – and to help you and your family members lead happier and more productive lives at home and work.

You and your family can contact the EAP personally and privately to schedule an appointment or talk to a psychologist.

Call 1-800-364-6352 toll-free, 24 hours a day.

The EAP also provides:

- Legal and Financial Services
 - Call 1-888-254-8104 and use employer code: QEAP-LGH; or
 - Via website navigate to www.worklife-benefits.com and enter User Name **qeap** and Password **lfs** (legal financial services)
- Eldercare Information and Support Program – offers such eldercare services as:
 - Emotional support, counseling or guidance support services
 - Personal care facilities
 - Nursing homes options
 - Senior centers
 - Adult day care



Care.com Membership Benefit

Your CareWork.com Membership as part of your Care@Work benefits helps you find care if your family has a child age 12 or under.

Use Care.com when you need it – at no cost to you – to find:

- Nannies and sitters
 - Special needs caregivers
 - Childcare centers
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