



# Preparing for a Leave of Absence

This checklist is used as a guide to help you understand your responsibilities during a colleagues leave and return to work process.

Manager Checklist	
	Manager is informed by colleague that they are needing a leave of absence.
	Manager instructs colleague to reach out to <a href="mailto:Benefits.US@Convergint.com">Benefits.US@Convergint.com</a> .
	Manager is advised by the Benefits team the dates and restrictions of leave of absence. Medical information will not be shared with manager as this is confidential.
	Manager to collect company vehicle and deactivate badge access for colleague who is out for more than 10 consecutive business days.
	Manager is <i>not</i> to contact colleague while out on leave, request update or return to work information. This information will be communicated to the manager by the Benefits Team or HR.
	Manager will be point of contact to assist colleague with any PTO request or applying paid parental leave to timesheet prior to leave starts.
	Any corrective action <i>cannot</i> be submitted or reviewed during leave of absence.
	Manager to receive out-of-office from Benefits that will be set up for colleague on leave.
	Employment decisions should not be made regarding a colleague out on leave without consulting the Benefits Team and the regional HR Business Partner.
	<b>Important:</b> Manager will need to receive confirmation from Benefits Team that colleague is cleared to return to work. If colleague returns without this confirmation, they <b>must</b> be sent home until cleared.
	Only contacts listed in UKG will receive information from the Benefits Team. This includes intermittent leave usage and decision letters. The manager can provide those updates but should keep confidential information private from other colleagues in the company.

For more information, please email the Benefits inbox: [Benefits.US@Convergint.com](mailto:Benefits.US@Convergint.com)