



Preparing for a Leave of Absence

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

Colleague Checklist	
	Colleague is in need of a Leave of Absence.
	Colleague informs manager of time needed for leave. *Do not disclose any medical information to manager. Colleague will be instructed to reach out to Benefits.US@Convergint.com to discuss available options and initiate the leave process.
	Colleague will need to ensure that they have a personal email address listed in UKG as they will not have access to the system while out on a leave.
	The Benefits Team will provide the colleague with the information on filling a leave of absence with a 3 rd party administrator.
	Colleague initiates a claim with 3 rd party leave administrator. Colleague should request leave 30 days in advance when able to.
	Colleague will have 15 days from the time claim is initiated to have the healthcare provider complete and submit the necessary documentation to the carrier. If the documentation is not submitted by the due date indicated on the paperwork, the claim will be denied, and the time missed will be reviewed under the Colleague Handbook guidelines.
	Colleague will need to submit any available PTO they wish to apply to the time out on leave through DataBasics. PTO is required for any time not paid under Short Term Disability or State Disability.
	If a colleague is located in a state that provides disability payments, it will be their responsibility to file through the state. Income received through the state may reduced your disability benefit.
	Colleague will not provide any outreach to Manager while out on a leave of absence and should not anticipate outreach during this time.
	Any benefit premiums missed while out on leave will be deducted from earned paychecks on a 1+1 basis (one active deduction plus one arrears deduction). This means the most that will ever be taken in a double deduction from each pay period until premiums are paid- regular single premiums will continue after arrears are paid in full.
	Please take this time to unplug from work to care for yourself or family member. There is no requirement to reach out to your manager at this time, and all communication should be sent to the Benefits Team.
	Colleague will need to provide Benefits.US@Convergint.com 72 hours notice of any changes to the original estimated return to work date.

	If a colleague is out for their own serious health condition and has missed four or more consecutive days, they will need to submit a return to work release form before being able to return.
	Colleague will have 72 hours from the estimated return to work date to submit the Return to Work Release form to the HR fax at 847-273-0546.

For more information, please email the Benefits inbox: Benefits.US@Convergint.com