



*Initiating and taking a Leave of Absence (LOA) can be stressful for our faculty and staff members, and they may come to you as their manager with questions. **This checklist is designed to help you understand the steps to take as a manager to help your employee plan and apply for an eligible LOA—including parental, medical, and family leave—so you can answer employee questions and guide them through the process.***

BEFORE YOUR EMPLOYEE'S LEAVE

- ☐ Visit the [Leaves page on the College's website](#) and review the [Guide to Taking a Leave of Absence](#) booklet for detailed information about available types of medical and family leave, benefit durations, and maximum benefit amounts. Knowing this information will help you be a great resource for your employee.
- ☐ When your employee initiates their LOA request, make time with them to discuss:
 - Any special arrangements or requirements needed prior to their LOA
 - How the employee would like to "keep in touch" during their LOA (e.g. monthly phone call, invitations to social events, quarterly work updates, no contact, etc.)
 - Coverage plans, including which job responsibilities will need coverage during the LOA
- ☐ Make sure your employee is comfortable with next steps, including:
 - Contacting Sun Life Financial to initiate a LOA and staying in touch with them throughout the leave process
 - How to track their absence with you (if an for intermittent leave)
 - How to get in touch with you during their LOA
 - Contacting KGA (the College's Employee Assistance Program) if they need support—available 24/7 by calling 800-648-9557

DURING LEAVE

- ☐ Keep in touch with your employee as they requested, especially if there have been any significant changes in the workplace that will impact them upon return.
- ☐ Contact your employee at least 3 weeks prior to their return-to-work date to:
 - Confirm their return date
 - Ensure they've completed the necessary return-to-work steps with Sun Life Financial.
- ☐ Ensure your employee has completed the [Return to Work and Fitness for Duty](#) form and submit to the College's Human Resources Department at least 3-5 days PRIOR to their return.

RETURNING FROM LEAVE

- ☐ Assess the current office arrangements and ensure everything is suitable for your employee's return, such as:
 - An available and accessible parenting, breastfeeding, or comfort room
 - Flexible working arrangements
 - Work station location and set up
 - Workload
- ☐ Consider a team gathering (morning coffee, lunch, etc.) to welcome your employee back.
- ☐ Book regular meetings to check in with your employee about how their return to work is going and how you can help them.

If you have any questions or concerns, please contact hrbenefits@holycross.edu.