

Associate Leave of Absence Checklist

Initiating Your Leave of Absence

Once you have determined the need for a leave of absence the following process should be followed:

- Notify our Leave Management vendor, New York Life (formerly known as Cigna), by calling **888.842.4462** or by using the New York Life [self-service portal](#).
- Notify your manager of your need for a leave of absence if you have been hospitalized or expected to be out due to an injury or illness for three days or longer.
- You may wish to utilize PTO if you must satisfy the 7-calendar day elimination period. You must notify the Benefits team by sending an email to benefits@allscripts.com outlining the days and hours you would like to use. Payroll will not process timesheets or PTO requests entered in Oracle for associates who are on leave. Refer to the Associate FAQs document available on the [Leave of Absence](#) intranet page for reasons the elimination period may be waived.
- Return all required documentation to New York Life as soon as possible to avoid delays in leave approval and disability payment.

What to Expect Once My Leave Request is Reported

After you report your leave of absence, New York Life will send you an eligibility packet with additional information and all applicable paperwork.

- Return all required documentation to New York Life as soon as possible to prevent a delay in processing your claim and any applicable benefit payments. Required paperwork can be uploaded into the New York Life [self-service portal](#).
- Maintain communication with New York Life and your manager regarding the status of your leave.
- Report any intermittent leave usage to New York Life, your manager, and the Benefits team (benefits@allscripts.com) each time you use hours toward this leave. Refer to the Intermittent Leaves section on the [Leave of Absence](#) intranet page for more information.
- Benefit premiums will no longer be automatically deducted while on a leave of absence. In order for your health benefits to continue, you must submit payment.** More information can be found in the Associates FAQs document or outlined in the premium payment notice you receive while out on leave.
- Due to payroll cutoff deadlines and the timing of your return to work, there may be a delay in your first paycheck after returning from leave. Additionally, if you were overpaid while on leave due to payroll cutoff deadlines or the untimely reporting of your leave to New York Life, any overpayment will be recouped by Payroll.
- If you are approved for short-term disability, New York Life will begin issuing your benefit payments on a weekly basis. You will receive live checks via USPS. If you wish to have your weekly disability benefit payments direct deposited, you will need to provide the necessary authorization to New York Life.

Returning From Leave

- Communicate your return to work status and expected return to work date to New York Life and your manager.
- If you are out on leave due to your own illness or injury, **you must submit documentation** from your healthcare provider to your Manager and/or Human Resource Business Partner **before** you return to work indicating the date you are released to return and if there are any restrictions.
- Should you have any restrictions (e.g. reduced hours, workstation accommodation requirements, etc.), you must notify New York Life immediately so they can start the reasonable accommodations process which must be completed **prior** to your return to work.