

Leave of Absence Checklist

For Team Members

As a BSW team member, you may be eligible to take a leave of absence for reasons related to your own medical condition, a family member's serious condition, military service and/or personal reasons. This checklist will help you plan for one of the many different [types of leaves](#) available to you.

Step 1: Request a Leave

Within 30 days, or as soon as the need for a leave is foreseeable, you should begin the process of requesting a leave.

YOUR ACTION ITEMS

- View the [Leave of Absence](#) site for details on plans, coverage, eligibility and how leaves and pay work together (if applicable).
- Notify your leader of your leave request as soon as possible and work on a transition plan for any ongoing projects and responsibilities.
- Contact the Absence Center at **844-511-5762** or visit mySedgwick.com/BSWH:
 - Click **Report A New Claim**.
 - Watch [this video](#) for additional help navigating this step.

For employed Physicians requesting leave

To stay in compliance with the governing documents and bylaws for medical staff, you are required to separately notify **all** hospital medical staff services department(s) where you are credentialed and/or privileged of your intent to take a leave. Action may be taken if notification does not occur.

Step 2: Leave Review

Within two business days of submitting your request, the Absence Center will advise you of the necessary documentation, which if applicable, must be submitted before a decision can be made.

YOUR ACTION ITEMS

- Look for and promptly respond to any requests from the Absence Center to avoid any delays or denial of your claim.
- Watch [this video](#) for additional help navigating this step.

Step 3: Decision

After reviewing your documentation, the Absence Center will notify you and your leader if the leave has been approved or denied.

YOUR ACTION ITEMS

- Check the Absence Center website regularly for updates and keep them informed of any changes to your status.

For Intermittent Leave (if applicable)

- Report your absence(s) to your leader according to your normal procedures.

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- Report your absence(s) to the Absence Center **within two calendar days**.
 - If you do not report your absence within two days, it will be denied.
- If applicable, apply available PTO hours to your timecard.

Step 4: Time Away

Depending on the type of leave, there may be additional action required while you are out.

YOUR ACTION ITEMS

- If you are on unpaid leave (no longer receiving a paycheck), you will be billed for benefit premiums by Optum. **Be sure to pay these timely to avoid termination of coverage.**
 - Contact Optum directly at **855-409-7029** with questions about your billing.
 - You may be able to make certain changes to your benefits within 30 days, if you experience a qualifying life event. See the [Summary Plan Description](#) for more information.
- Ensure you maintain any necessary required licenses and/or certifications.

Step 5: Returning to Work

As your return-to-work date approaches, the Absence Center will work with you to coordinate a smooth return.

YOUR ACTION ITEMS

- Coordinate your return to work with the Absence Center and your leader.
 - If applicable, provide the Absence Center with a copy of your release to return to work.
- If you are released with restrictions, contact the Absence Center prior to your return.
- Respond to the Absence Center to confirm your return, to avoid any potential pay impacts.
- Reinstate previously changed benefits within 30 days of returning (if applicable).
- Contact the Absence Center if you have any questions or concerns at **844-511-5762**.

Additional Resources

Here are some additional resources that may be available to you while you are on a leave of absence:

- Explore our [Need to talk](#) flyer to determine what support and care is right for you or a loved one.
- [Employees 1st Emergency Assistance Fund](#) may be available if you are experiencing financial hardship.