

Absence: Leave of Absence - Manager Tasks

LEAVE REQUESTS

Your employee must request their Leave of Absence by contacting New York Life.

APPROVAL

Personal leave requests will need to be approved by you.

1. New York Life will send you an email asking you to confirm whether you approve or deny your employee's personal leave request.
2. If approved, New York Life will enter the leave in Workday.

SHIFT REQUIREMENT QUESTIONNAIRE

1. If your employee is a **Hospitalist**, you'll receive a questionnaire to identify if they met their shift requirement for the month.
2. If you answer **No**, you must identify a percentage of their shift requirement that they completed.
3. **You must complete this questionnaire to ensure they are paid appropriately.**

MANAGE BUSINESS PROCESSES FOR WORKER

This is a **standard step** that triggers only if the worker has tasks in their inbox, if they have other processes happening to them, or if they have delegations set up.

There are three tabs for this step.

1. The first tab allows you to review what is awaiting action by the worker (tasks in their inbox) and gives you the ability to reassign the tasks.
2. The second tab shows any pending transactions for the worker and allows you to cancel them.
3. The third tab shows any delegations the worker may have had set up and allows you to remove them.

Once you've reviewed all the items on this step and taken any necessary actions, click **Submit** at the bottom. *You can also skip this by hitting Submit, if there's no action needed.*

Any action taken on this step routes for Human Resources to review and approve.

MANAGER INHERITANCE

If the employee going on a Leave of Absence has direct reports, Human Resources will automatically inherit their direct reports to the indirect manager so that they can take any necessary actions such as approving timecards, submitting terminations, or approving inbox tasks.

Please allow 1-2 business days for all downstream systems to reflect this change. For more information on Manager Inheritance, please review our [inheritance job aid](#).

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RETURNING FROM LEAVES

Your employee must report their Return from Leave of Absence to New York Life.

NOTE: If your employee's Geisinger System Access (including Workday Access) has been inactive for greater than 90 days, the employee will need to call the Service Desk at 570-271-8092 to have access reinstated.

APPROVAL

1. Once your employee is cleared to return to work by their physician, they will need to notify New York Life and you as their manager. The required Return-to-Work form must be completed by their provider, submitted to you as their Manager/Supervisor and emailed to ReturnToWork@Geisinger.edu at least 2 business days prior to the return-to-work date. Personal Health Information (PHI) should not be included on this form. The employee's status will be updated in Workday once the Return-to-Work form is submitted to ReturnToWork@geisinger.edu. **Please note that a return-to-work form is only needed when it is for the employee's own medical condition.**
2. If the employee's provider indicates the need for a return to work with restrictions, New York Life will reach out to Geisinger to determine if reasonable accommodations can be made for them to return to work.

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3. **You must complete this questionnaire to ensure they are paid appropriately.**

MANAGER INHERITANCE

If the employee that is returning from a Leave of Absence has a management level of supervisor or above, Human Resources will be notified automatically to return their direct reports to them.

Please allow 1-2 business days for all downstream systems to reflect this change. For more information on Manager Inheritance, please review our [inheritance job aid](#).