

Absence: Requesting a Personal Leave of Absence

What is a leave of absence?

A **personal leave** is defined as a non-medical leave for purposes other than education or military service. Benefit coverage ends at the end of the month in which the employee goes on leave.

More information is available in our [Other Leaves of Absence policy](#).

A leave of absence is not the same as [Time Off](#).



Note: A Personal Leave of Absence is an unpaid leave of absence. **Enter a comment in step 6** to request that your Paid Time Off (PTO) hours to be distributed as a one-time payment.

REQUESTING A LEAVE OF ABSENCE

1. Choose one of the following:

- Online: myNYLGBS.com > Home/Start or continue a claim (print your confirmation page)
- Phone: 888-842-4462 to or 866-562-8421 (Espanol) and a representative will help you.

2. Check status online at MYNYLGBS.com > My Absence Dashboard or contact New York Life at 888-842-4462 or 866-562-8421 (Espanol) 7 a.m. - 7 p.m. CST.