

Absence: Requesting an Educational Leave of Absence

What is a leave of absence?

Educational leave is defined as a non-medical leave for purposes other than personal reasons or military service.

Benefit coverage ends at the end of the month in which the employee goes on leave.

A leave of absence is not the same as submitting a Primary PTO time off request.

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



Note: An Educational Leave of Absence is an unpaid leave of absence. **Employees can request a lump sum** Primary PTO payout to be distributed as a one-time payment by emailing employeebenefits@geisinger.edu.

REQUESTING A LEAVE OF ABSENCE

1. Choose one of the following:

- Online: my NYLGBS.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.