

Absence: Returning from a Leave of Absence

REQUESTING TO RETURN FROM MY LEAVE OF ABSENCE

For **medical, personal, educational and military leaves of absence**, you must work with New York Life to process your return to work.

For returns from medical leave, a completed Return to Work form is **REQUIRED** to be completed by your provider. Completed forms should be sent to ReturnToWork@geisinger.edu and to your manager/supervisor at least 2 days prior to your return.



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

HOW TO SUBMIT MY RETURN TO WORK WITH NEW YORK LIFE

1. You should be communicating with New York Life throughout your entire leave of absence.
2. Once you are cleared to return to work by your physician, you will **need to notify New York Life and your Manager** of your anticipated return.
 - A Return to Work form must be completed by your provider, submitted to your Manager/Supervisor and emailed to ReturnToWork@Geisinger.edu at least 2 business days prior to the return to work date.
 - Do not include Personal Health Information (PHI) on this form.
3. If your provider indicates the need for a return with restrictions, New York Life will reach out to Geisinger to see if reasonable accommodation can be made for your return.

Important Contacts:

New York Life

Tel: 888-842-4462

mynylgbs.com

Accommodations

Tel: 570-214-7234

accommodationsada@geisinger.edu

Employee Assistance Program

888-327-4623

guidanceresources.com

Care.com

855-781-1303

geisinger.care.com