

Leave of absence — Steps to success

WHAT **EMPLOYEES** NEED TO KNOW AND DO



Here are the steps you need to take to ensure a successful leave:

Leave Steps	1. REQUEST LEAVE	2. TRANSITION PLAN	3. DOCUMENTATION	4. WHILE ON LEAVE	5. RETURN TO WORK
Timing	ASAP (up to 30 days in advance)	At least two weeks before leave begins	Due 15 days after you receive the packet	As necessary during leave	One week before leave ends
Employee Responsibilities	• Submit your leave request to the Leave Support Team via phone or email. Leave Support Team 860-409-4692 BarnesLeaveofAbsence@barnesaero.com • The Leave Support Team will follow up within 48 hours via phone and email to confirm your request and discuss leave details.	• Meet with your manager so they can support your transition and plan for coverage. • Confirm your contact details with the Leave Support Team to ensure you receive leave communications.	• Documentation will be required by the Leave Support Team to support federal and/or state family medical leave claims. – Leave Support will provide forms within 5 days of the request – Documentation must be completed within 15 days of receiving packet • Notify the Leave Support Team ASAP if any information within the packet is incorrect. • Reach out to Guardian at guardianlife.com or 1-800-268-2525 to submit a short-term disability claim or file for state-specific benefits in NY, CT or MA. • Be sure to submit all paperwork on time to avoid delays.	• Health and welfare benefits will be maintained during periods of approved FMLA or qualifying state leave. Any unpaid premiums that are owed will be recouped in your next regular paycheck upon return. • Notify the Leave Support Team if you would like to supplement your vacation/sick time. • Regularly communicate with Guardian and submit all required disability claim documentation promptly to avoid delays in disability payments (if applicable). • Contact the Leave Support Team for questions and support. Please note: If on an intermittent leave, you will be responsible for following the absence procedure for your location in addition to reporting time directly to the Leave Support Team.	• Confirm your return-to-work date with Guardian and the Leave Support Team. • Submit any required return-to-work documentation completed by your treating provider to the Leave Support Team (if applicable). • Reach out to your manager to plan your transition back to work.

ADDITIONAL RESOURCES



Scan this QR code to visit the Leave of Absence page on the **Next360 website**.



Scan this QR code to visit the **Guardian website**.