
Anticipated Disability Leave of Absence Toolkit

New York/New England Bargained for Employees

Verizon's Anticipated Disability Leave of Absence (ADL) provides employees an unpaid leave before a planned disability, such as surgery or, if you are an expectant mother, before the birth of your child. The employee will need to provide medical evidence that a disability is expected to occur and medical treatment has been scheduled.

EMPLOYEE'S RESPONSIBILITIES

To initiate an Anticipated Disability Leave

- Review the Conditions for Leave within the Anticipated Disability Leave Guidelines.
- Notify your supervisor of your need for a leave of absence.

If your Leave will be less than 30 calendar days:

- Complete an [Anticipated Disability Leave of Absence Application \(G2518-ADL\)](#) and submit to your supervisor for signatures.
- Once Supervisor and Director signatures are obtained, the form, along with the completed Attending Physician's Report for Anticipated Disability Leave of Absence must be submitted to the Leave of Absence Team.

If your Leave will be 30 calendar days or more:

- Your supervisor will submit the request for Anticipated Disability Leave via Manager Self Service (MSS).
- Submit your completed Attending Physician's Report for Anticipated Disability Leave of Absence directly to the Leave of Absence team.
- Anticipated Disability Leave of Absence Applications (for 30 calendar days or more) submitted directly to the Leave of Absence Team will not be processed.
- Your completed Attending Physician's Report for Anticipated Disability Leave of Absence must be received by the Leave of Absence Team prior to the start of your leave.

Please fax or mail the completed Attending Physician's Report for Anticipated Disability Leave of Absence and application (if applicable) directly to:

LOA Administrator
500 Summit Lake Drive, 3rd Floor
Valhalla, NY 10595
Fax: 877-660-2660

During an Anticipated Disability Leave

- Maintain regular communications with your supervisor during the leave period.
- Provide your supervisor/department and the Benefits Center with any change of address or telephone contact information while on leave.
- Communicate promptly to your supervisor any change in return to work date or intention to return to work at least two weeks prior to the expiration of the approved leave period.

Ready to Return to Work?

Notify your supervisor of your intent to return to work.



SUPERVISOR'S RESPONSIBILITIES

To initiate an Anticipated Disability Leave

Review with your employee the Conditions for Leave within the Anticipated Disability Leave Guidelines.

If the employee's request for leave is less than 30 calendar days:

- Review and sign the completed Anticipated Disability Leave of Absence Application in a timely manner.
- Forward completed Anticipated Disability Leave of Absence Application to your Director for signature.
- Once Director signature is obtained, the form must be submitted to the Leave of Absence Team.
- Remind employee to submit completed Attending Physician's Report to the Leave of Absence Team prior to leave start date.
- Enter employee's time in VzTime system.

If the employee's request for Leave is for 30 calendar days or more:

- Submit the employee's request for Anticipated Disability Leave of Absence via Manager's Self Service (MSS).
- Anticipated Disability Leave of Absence Applications for 30 calendar days or more submitted directly to the Leave of Absence Team will not be processed.
- Verify you have received email notification of decision from MSS.

During an Anticipated Disability Leave

- Maintain contact with employee on a regular basis throughout employee's leave.
- Ensure leave extension is submitted via MSS, if applicable.

When employee is ready to Return to Work

- Oversee the employee's return to work.
- Return the employee to active status via MSS.
- Resume normal time reporting for the employee.

LEAVE OF ABSENCE TEAM'S RESPONSIBILITIES

Response to a request for Anticipated Disability Leave

- Review the Application for appropriate signatures if Anticipated Disability Leave is under 30 calendar days.
- Review the Attending Physician's Report for Anticipated Disability Leave of Absence for proof of medical evidence that a disability is expected to occur and medical treatment has been scheduled.
- Approve ADL leave request in MSS, if employee's request for Leave is for 30 calendar days or more.
- Send a determination notification letter to the employee's home address via U.S Mail.
- Send the employee's supervisor an e-mail copy of notification letter.

During an Anticipated Disability Leave

There is no action required from the Leave of Absence Team. Leaves of Absences are managed at the department level.

When employee is ready to Return to Work

Leave of Absence Team does not administer the return to work process.

If you have any questions, please contact 1-800-638-4228 or send an e-mail to verizonleavemanagement@Sedgwickcms.com

Last Updated: January 2018

