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# Enhanced Educational Leave of Absence Toolkit

## New York/New England Bargained for Employees

Verizon's Enhanced Educational Leave of Absence (EEL) allows employees to take an unpaid leave of absence to pursue educational goals.

### EMPLOYEE'S RESPONSIBILITIES

#### To apply for an Enhanced Educational Leave

- Review the Conditions for Leave included within the Enhanced Education Leave of Absence Guidelines.
- Notify your supervisor that you are applying for a leave of absence and when applicable, any extensions to your leave.
- Complete an [Enhanced Educational Leave of Absence Application \(G2518-EEL\)](#) and submit to your supervisor for signatures.
- Your supervisor will submit the request for Enhanced Educational Leave via Manager Self Service (MSS).  
Note: Applications submitted directly to the Leave of Absence Team will not be processed.
- You **must** provide your supervisor with proof of full-time enrollment in an accredited college, university or technical institute. Note: Request for leave may be canceled if proof of enrolment is not provided.
- Once you have submitted completed application and supporting documentation to your supervisor, your leave will be granted.

#### During an Enhanced Educational Leave

- Maintain enrollment in the educational program on a full-time basis.
- 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 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.
- Notify your supervisor of any request for extensions as soon as possible prior to the end of the leave

#### Ready to Return to Work?

Notify your supervisor of your intent to return to work prior to the expiration of the leave.

### SUPERVISOR'S RESPONSIBILITIES

#### Initiate the Enhanced Educational Leave

- Review with your employee the Conditions for Leave included within the Enhanced Education Leave of Absence Guidelines.
- You **must** review the employee's supporting documentation. If not available at the time of submission, be sure to confirm receipt within two weeks of the Leave Start Date.
- Confirm that the employee is enrolled in an approved educational program on a full-time basis. This can be accomplished by verifying that the employee has submitted the appropriate Tuition Assistance Plan application form reflecting full-time enrollment.
- Submit the employee's request for Enhanced Educational Leave via Manager's Self Service (MSS) for Director's approval.
- Enhanced Education Leave of Absence applications submitted directly to the Leave of Absence Team will not be processed.
- Verify you have received email notification of decision from MSS.

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- Advise employee that leave request has been granted.

#### **During an Enhanced Educational Leave**

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

#### **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**

#### **During an Enhanced Educational Leave**

There is no action required from the Leave of Absence Team. Enhanced Educational Leaves of Absence 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](mailto:verizonleavemanagement@Sedgwickcms.com)**

Last Updated: January 2018