
Personal Leave of Absence Toolkit

New York/New England Bargained for Employees

Verizon's Personal Leave of Absence provides employees with unpaid time off for personal reasons not covered under other Verizon Leaves.

EMPLOYEE'S RESPONSIBILITIES

To initiate a Personal Leave

- Review the Conditions for Leave within the Personal Leave of Absence Guidelines.
- Notify your supervisor of your need for a leave of absence.
- Complete an [Application for Personal Leave of Absence \(G2518-PER\)](#) and submit to your supervisor for signatures.
- Your supervisor will submit the request for Personal Leave via Manager Self Service (MSS).
Note: Applications submitted directly to the Leave of Absence Team will not be processed.

During a Personal Leave

- Maintain regular communications with your supervisor during the leave period.
- Provide your supervisor/department and the Verizon 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.
- Notify your supervisor of any request for extensions as soon as possible prior to the end of the leave. In order to be approved, extensions **must** be requested prior to the end of the leave for approval.

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 Personal Leave

- Review with your employee the Conditions for Leave within the Personal Leave of Absence Guidelines.
- Submit the employee's request for Personal Leave of Absence via Manager's Self Service (MSS) for Director's approval.
- Personal 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.
- Advise employee that leave request has been granted.

During a Personal Leave

- Maintain contact with employee on a regular basis throughout employee's leave.
- Ensure any 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 a Personal 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

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