



LEAVE CHECKLIST FOR MANAGERS

A Quick List of Leave Tips

- ❑ Direct employees to the *FMLA/Leave of Absence & Short-Term Disability Claim Submission Checklist* when requesting a leave. It can be found and printed on [HertzBenefits.com](https://www.hertzbenefits.com).
- ❑ Review and respond promptly to questions and requests from HRBPs and LOA Admin.
- ❑ Monitor and audit MetLife status reports sent to you by your HRBP.
- ❑ Respond promptly to info requests from MetLife, as needed.
- ❑ Because MetLife does not administer leaves provided for via Union contracts, you'll need to work with your HRBP for all Union-provided leaves.
- ❑ Notify your HRBP when you suspect abuse of any leave policy.
- ❑ Help your employees.
 - Listen for FMLA triggers and advise employees to call MetLife when needed.
 - Maintain confidentiality, and do not ask about medical conditions.
 - Remind employees:
 - Of policies/expectations and proper call-in procedures
 - To report each intermittent absence to MetLife (within 48 hours)
 - To provide advance notice of absences when possible
 - Coach employees on unapproved absences.
 - An unapproved absence is one that is not reported through the FMLA process.

The Legal Stuff

- ❑ Refrain from terminating employees on an approved or requested leave without first reviewing carefully and discussing with HR and legal
- ❑ Adhere to ADA approvals and light duty accommodations

METLIFE INFORMATION



[MetLife.com/mybenefits](https://www.MetLife.com/mybenefits)

Call AskHR at 1-800-654-3373 and press "2" to be connected to MetLife. MetLife is available from 8:00 a.m. to 11:00 p.m. ET, Monday through Friday.

Questions?

Reach out to your HRBP or drop us a line at LOAAdmin@hertz.com.

