

Leaves Checklist for Employees

What To Do Prior To Going On Leave

1. Contact New York Life – Group Benefit Solutions (NYL GBS) to request a leave of absence 30 days prior to your anticipated leave start date:
 - a. Online: myNYLGBS.com
 - b. Phone: (888) 842-4462 for English (the NYL GBS Intake Center is available Monday – Friday 7:00 a.m. – 7:00 p.m. central time)
 - c. Phone: (866)-562-8241 for Español (the NYL GBS Intake Center is available Monday – Friday 7:00 a.m. – 7:00 p.m. central time)
2. Upon receipt of your request, New York Life – Group Benefit Solutions will send you their acknowledgement packet.
 - a. Employees can view a complete timeline of benefit coverage and get status of medical requests on myNYLGBS.com.
3. Notify your supervisor and local Human Resource Business Partner 30 days prior to your leave start date. This ensures your leave dates will be properly recorded; otherwise it may affect or delay your payroll or disability payments. If the leave is unforeseeable, notify your supervisor and local Human Resource Business Partner no later than 15 days after your leave start date.

What To Do While You Are Still Out On Leave

1. Update your timecard appropriately to reflect your usage of vacation, sick or leave without pay to avoid any discrepancies in your pay or inform your HR Business Partner to update.
2. If your leave was due to Pregnancy Disability Leave or Parental Bonding, notify your NYL GBS absence manager within 7 days of the birth of your child.
 - a. Remember to enroll your new baby into benefits within 30 days from the date of birth.
3. If your leave is extended beyond the date originally identified by your health care provider, immediately notify your NYL GBS absence manager and Human Resource Business Partner.

What To Do When You Are Ready To Return To Work

1. Have your doctor complete a medical release, indicating the date you can return to work and if you have any restrictions.
2. Five (5) business days prior to your return to work, contact your NYL GBS absence manager and your Human Resources Business Partner to confirm your return to work date.
3. Provide a copy of your medical release to your NYL GBS absence manager and Human Resource Business Partner five (5) business days prior to your return.

Benefits Department

- Phone: 800-881-2562
- Email: benefits@spectrumbrands.com