Leave Process Flow

Inputs, outputs and correspondence review



Simplot Return to Intake Leave Process Work **Once Direct Supervisor and** The Standard reaches out to Employee via letter Simplot HR and EE Supervisor HR are notified, Employee are responsible for the internal and via email to Simplot to notify of Leave initiation. reaches out to The Standard Return to Work processes to to start the Leave. verify if any work restrictions are required. Employee has 18 days to return FMLA certification to The Standard. On day 9, The Standard will send a certification

The Standard has 3-5 days to render a decision on a Leave.

If the employee requests an extension, The Standard will send an extension letter to the EE and an extension email to Simplot.



Once the certification is received by The Standard, a decision is made. The Standard sends a letter to the EE and emails are sent to Simplot to confirm decision.

reminder letter to EE.

5 days prior to the Leave termination date, The Standard reaches out to EE via phone to confirm their intent to return to work. EE is required to send the confirmation form to HR 2 days prior to their return.

Day after expected RTW, The Standard sends an email to confirm the EE has returned to work.

The Standard sends a Closure Letter 1 day after Leave closure to confirm The Standard's portion of the Leave process is completed.

Other potential correspondence from The Standar<u>d:</u>

- Leave Exhaustion notice via letter to EE and email to Simplot
- Incomplete certification via letter to EE
- Recertification letter sent to EE 14 days prior to certification expiration
- Leave Extension sent to Simplot when leave is expected to last longer