



LEAVE OF ABSENCE (LOA) TEAM MEMBER CHECKLIST

Going out on a leave? Please review the below checklist and confirm all items are completed.

1. **Familiarize** yourself with the **Leave of Absence Policy**
2. **Notify** department **leader** upon confirmation of LOA date
3. **Contact My Sedgwick** to open claim, 866-901-0257 <https://mySedgwick.com/hmh>
4. **Confirm** Leave **eligibility** through My Sedgwick
5. **Carefully review** all communications received from My Sedgwick regarding your leave
6. **Follow up** with provider to confirm appropriate **certification** and paperwork is completed and returned to My Sedgwick within the designated time period
7. **General questions** regarding **compensation** - refer to the [Leave of Absence](#) step by step guide (on MyHMH), [LOA tool kit](#) (on MyHMH), consult with your leader, or the Team Member Service Center at 551-996-2877
8. **Update benefits**, submit your Birth/Qualifying Life Event (QLE) on MyWay and add newborn to your benefits within 31 days of birth date, update beneficiary information

9. **Confirm health premiums** are paid and processed

10. **Notify My Sedgwick** of return to work date to close LOA claim

11. **Notify** department **leader** of return to work date