

Employee Leave Checklist

- ☐ Plan for your leave at least 30 days in advance
- ☐ Discuss your leave schedule with your supervisor
- ☐ Do not disclose medical information to others
- ☐ Schedule a consultation with HR Leave Administration
- ☐ Complete and submit the required documentation to HR Leave Administration
- ☐ Communicate any leave schedule changes that occur to HR Leave Administration
- ☐ Wrap up pending items before you go on leave
- ☐ Set an automatic reply to your Outlook email



Supervisor Checklist

- ☐ Confirm duration of leave and sign leave acknowledgement forms if applicable
- ☐ Review/discuss work coverage and business needs
- ☐ Move critical, ongoing, or pending work projects to a share drive or other accessible location/device
- ☐ For intermittent leave or reduced work schedule, review the department call-out procedures
- ☐ For intermittent leave discuss time reporting procedures
- ☐ Email and phone messaging or forwarding
- ☐ Calendar blocking for time out of office
- ☐ Keys/electronic building access – collect/disable if applicable
- ☐ Office equipment, including laptops, cell phones, Procard – collect/disable if applicable
- ☐ Notification to coworkers and other key constituents regarding absence
- ☐ Set an Auto Reply message on Outlook email
- ☐ Discuss return to work plan

