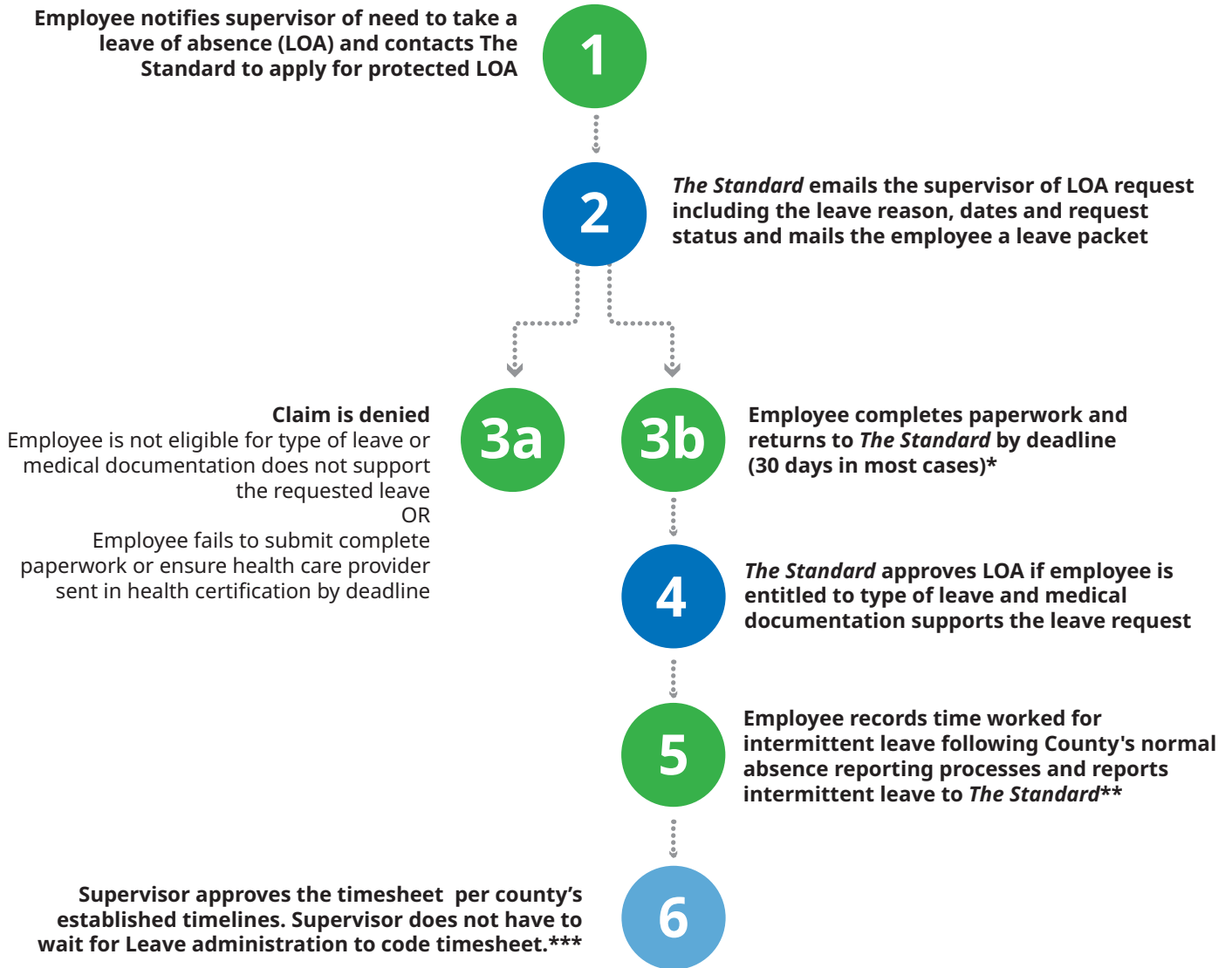




Leave of Absence Process



*Employee sends accrual election form to Leave Administration if employee chooses to use accruals

**Employee reports any changes in LOA to *The Standard* and their supervisor

***Leave Administration adds protected leave codes to timesheets

Please note: This is a general overview of the process and does not reflect all steps in the process.

- Employee
- *The Standard* (third party administrator for employee leaves)
- Supervisor