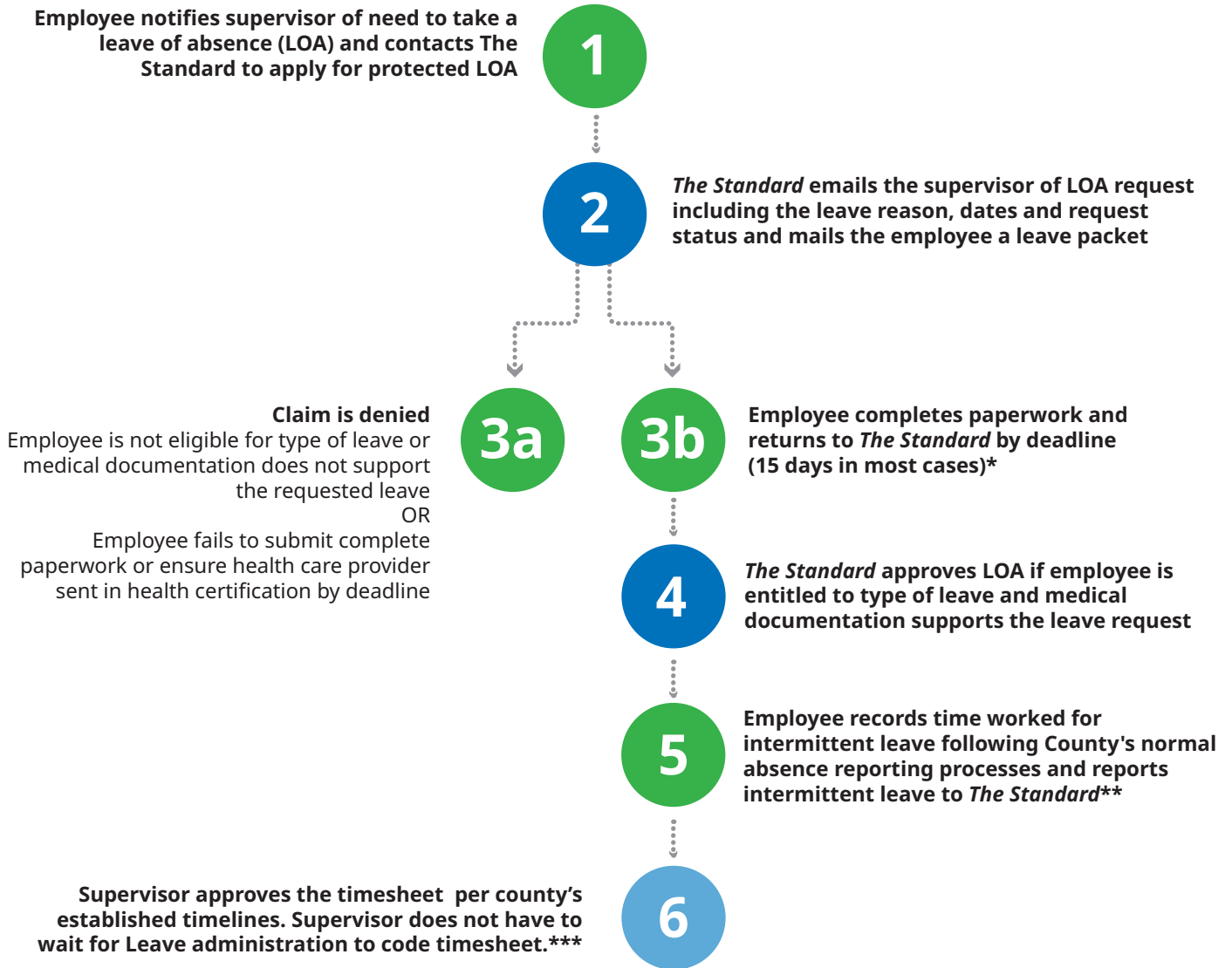




# Leave of Absence Process



\*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