

New Process: The Standard's Responsibility

1 Initiate	2 Manage	3 Update
<ul style="list-style-type: none">Facilitate the intake processDetermine the employee's eligibility for FMLA, any applicable state leave, company-sponsored leave and/or Short-Term Disability	<ul style="list-style-type: none">Send required notifications to the employee: initial packet/eligibility notification, approval/denial notification (including extensions), and return to work letterGather and review necessary medical information, ensuring that it comes from an appropriate provider/specialistTracking the return-to-work date provided	<ul style="list-style-type: none">Provide status updates on leaves/claims via Absence Management System, AdminEASE online reporting system and emailRespond to inquiries received via email and/or voicemail within 24-48 hours, depending on complexity and/or research needed