



Manager Leave of Absence Checklist

Supporting a team member before, during, and after a leave of absence

Before the Leave Begins

- ☐ **Discuss the upcoming leave with the team member** and encourage them to contact the Benefits Team and submit their leave request to The Hartford.
- ☐ **Partner with the Benefits Team and HR Business Partner** as needed regarding leave planning and requirements.
- ☐ **Meet with the team member** to develop a coverage plan for their responsibilities during the leave.
- ☐ **Identify who will assume key job duties** and determine how work will be managed during the absence.
- ☐ **Ensure knowledge transfer and training occur** before the leave begins so coverage team members are prepared to support ongoing work.
- ☐ **Meet with team members providing coverage** to review expectations, priorities, and workload impacts.
- ☐ **Remind the team member to update Out-of-Office messages** for email and voicemail and provide an alternate contact.
- ☐ **Maintain confidentiality** regarding the reason for the leave and only share information on a business-need-to-know basis.
- ☐ **If the team member is a People Manager, confirm Workday delegation has been arranged** to prevent workflow delays and pending approvals.

During the Leave

- ☐ **Implement the coverage plan** established prior to the leave and monitor business continuity.

- ☐ **Maintain appropriate and professional communication** with the team member during the leave. Follow company guidance regarding contact during protected leaves.
 - ☐ **Respect the team member's privacy** and do not request medical details beyond what is necessary to support the leave process.
 - ☐ **Notify your HR Business Partner and/or Benefits Team** if you become aware of changes that may affect the leave or return-to-work timing.
 - ☐ **Support the team and monitor workloads** to ensure coverage responsibilities remain manageable throughout the absence.
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Preparing for the Team Member's Return

- ☐ **Confirm the anticipated return date** with the team member, HR Business Partner, and Benefits Team.
 - ☐ **Coordinate with HR and the Benefits Team** regarding any return-to-work requirements, restrictions, or accommodations.
 - ☐ **Prepare the team member's workspace, systems access, and resources** for their return.
 - ☐ **Schedule a return-to-work meeting** to discuss priorities, business updates, and any changes that occurred during the leave.
 - ☐ **Discuss scheduling needs, restrictions, or accommodations** and engage HR if an accommodation request is made
 - ☐ **Check in regularly during the first few weeks back** to support a smooth transition and successful reintegration.
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Quick Reminders

- ✓ **Managers play a critical role in creating a supportive leave experience** through planning, communication, and respect for privacy.
- ✓ **The team member is responsible for managing their leave claim and submitting required documentation to The Hartford.** Managers should not collect or maintain medical documentation.

✓ **Partner early and often with the Benefits Team and HR Business Partner** when questions arise regarding leave administration, return-to-work planning, or accommodations.

✓ **Consistency, confidentiality, and compassion help ensure a successful leave and return-to-work experience for everyone.**