



Team Member Leave of Absence Checklist

Your responsibilities when preparing for and taking a leave of absence

Before Your Leave Begins

- ☐ **Notify your manager** as soon as you know you will need a leave.
 - ☐ **Contact the Benefits Team** for guidance and next steps (email fitforlifebenefits@oceanspray.com)
 - ☐ **Submit your leave request to The Hartford** by phone or online. If your absence is scheduled, you can submit your claim 30 days prior to your last day worked. If unscheduled, please contact the Hartford as soon as possible.
 - **Phone:** 1-888-301-5615
 - **Online:** <https://abilityadvantage.thehartford.com>
 - ☐ **Gather required information** (provider details, last day worked, claim reason, etc.).
 - ☐ **Ensure medical documentation is submitted** to The Hartford and **follow up with your provider** to avoid delays or claim denial.
 - ☐ **Complete the Benefits Premium Acknowledgment Form** if any portion of your leave will be unpaid. This confirms your responsibility to submit premium payments directly to OneSource Virtual, our benefits administrator, to ensure your coverage remains active during your leave.
 - ☐ **Create a transition plan** with your manager for task coverage and knowledge transfer.
 - ☐ **Train teammates** who will be covering your responsibilities, if applicable.
 - ☐ **Set up Out-of-Office messages** for email and voicemail, including an alternate contact.
 - ☐ If you are a **People Manager**, ensure your Workday tasks are delegated before your leave.
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During Your Leave

- ☐ **Respond to requests** for additional documentation from The Hartford promptly.
 - ☐ **Stay in communication** with The Hartford, your healthcare provider, your manager, and HR as needed.
 - ☐ **Notify your manager/HR** if your return date changes or if your leave needs to be extended.
 - ☐ **Monitor your benefit deductions** with The Hartford. Please note that premiums are deducted from approved Short-Term and Long-Term Disability payments; however, benefits are not deducted during unpaid leaves, such as FMLA or state programs like MAPFML, so you will be responsible for paying those premiums separately to OneSource Virtual, our benefits administrator.
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Before Returning to Work

- ☐ **Confirm your return date** with your manager, HR Business Partner, and the Benefits Team
 - ☐ **Submit any required return-to-work or fitness-for-duty documentation** (if applicable).
 - ☐ **Discuss any scheduling or accommodation needs** with your manager.
 - ☐ **Review job updates or changes** that occurred while you were out.
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Quick Reminders

- ✓ **You are the primary owner of your leave journey** — staying proactive helps prevent delays and ensures benefits flow smoothly.
- ✓ **Incomplete or late medical documentation is the #1 cause of denied or delayed claims** — follow up with providers early and often.
- ✓ **Unpaid leave requires benefit premium payments** to OneSource Virtual, our benefits administrator. Missing payments can cause benefits coverage to lapse.