



Leave of Absence Overview

United Site Services has partnered with OneDigital to offer a dedicated end to end leave of absence (LOA) experience.

Leave of Absence Service

OneDigital is available to assist you when you need a leave of absence, including, medical, family, pregnancy, parental (bonding), and military leaves. OneDigital is available to support questions around Family and Medical Leave Act (FMLA), state and local leaves, Paid Family and Medical Leave (PFML) and company leave of absence policies.

<p>Medical Leave</p>  <p>Time away from work due to your own serious health condition.</p>	<p>Family Leave</p>  <p>Time away from work to care for a covered family member.</p>	<p>Pregnancy Leave</p>  <p>Time away from work due to pregnancy and delivery.</p>	<p>Parental Leave (Bonding)</p>  <p>Time away from work to bond with a child due to birth, adoption, or foster care.</p>	<p>Military Leave</p>  <p>Time away from work due to active duty or reserve military orders and training.</p>
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Leave of Absence Process Overview

To request a leave of absence or to inquire about the leave of absence (LOA) process, please contact your dedicated Leave Management Specialist by email at loa@onedigital.com or online at <https://unitedsiteservices.ess-absencetracker.com>. Below is a high-level overview of the leave process so you know a little more about what to expect.

- 1. Initiate your leave.** As soon as you know of your need for leave, or at least 30 days in advance of the leave, notify your manager and/or HR. Immediately following, contact your OneDigital Leave Management Specialist to initiate a case at loa@onedigital.com or online at <https://unitedsiteservices.ess-absencetracker.com>.
- 2. File for Short Term Disability (STD)/State Paid Family Medical Leave (PFML).** If you are eligible for STD and/or PFML payment during your leave, submit a claim with the state and/or STD vendor and provide supporting documentation.
- 3. Return supporting documents.** Ensure the treating healthcare provider completes the documents and returns in a timely manner to you and OneDigital. Complete and sufficient documentation must be received by your Leave Management Specialist **within 15 calendar days** of request.
- 4. Case designation.** Once your case has been reviewed, your Leave Management Specialist will provide appropriate case details to you, HR and/or your manager regarding your leave designation, leave dates and/or anticipated frequency and duration if an intermittent leave.
- 5. Communicate any changes.** Be sure to communicate any changes to your Leave Management Specialist as promptly as possible, including changes to your anticipated frequency and duration of intermittent leave, or your return-to-work date.
- 6. Return to work.** When you are ready to return from leave, contact your Leave Management Specialist at least 10 business days in advance. Depending on the type of leave, a fitness for duty form may be required from your healthcare provider. If required, the form will be provided throughout the leave process. **Please note employees in safety sensitive roles on leave for more than 30 days will be required to complete a drug screening.**
- 7. Close out your leave.** Once you have physically returned to work, be sure to notify your Leave Management Specialist so your case can be closed.

Have questions? OneDigital's Leave Management Team is here to help.