

## US Leave of Absence

# LEAVE PROCESS: Short Term Disability (STD)

BEGINNING TO END

QUESTIONS?

[BENEFITS@IPGPET.COM](mailto:BENEFITS@IPGPET.COM)

### INITIATING A LEAVE OF ABSENCE

#### Contact

Employee should contact Metlife to initiate a claim for any leave of absence.

877-638-8269

### BEFORE THE LEAVE

#### Followup

Employee must carefully and expeditiously complete Metlife requirements to have LOA claim approved.

Employee must inform manager of timeframe of leave as far in advance as possible (no protected health information should be shared).

### DURING THE LEAVE

#### Upkeep

Employee must inform LOA contacts of first day of leave. Failure to do so may result in delayed LOA benefit coordination and unapproved LOA status.

Employee should also update LOA contacts with any changes to the leave.

#### LOA Contacts:

- Employee's Manager
- Metlife: 877-638-8269
- [Benefits@IPGpet.com](mailto:Benefits@IPGpet.com)

### RETURNING TO WORK

#### Final Steps

In addition to closing leave claim with Metlife, employee must provide to [Benefits@IPGpet.com](mailto:Benefits@IPGpet.com) return to work release from their provider 5 days before returning to work with the following information:

- Dates of leave under provider's care
- Return to work date
- If restrictions apply
- Restrictions details