

Leave of Absence (LOA) Action Items Job Aid

EMPLOYEE NOTIFIES MANAGER OF NEED FOR LEAVE

COVID-19 Quarantine Leave -Retail Store Employees

STEP 1	<p>For Retail Store Employee COVID-19 quarantine leave, refer to COVID-19 Decision Tree located on HR Solutions, including which CAMS reports will initiate the LOA (if applicable)</p> <p>Owner: Employee/Manager</p>
STEP 2	<p>For employees who test positive for COVID-19, a copy of the positive test results must be submitted to Sedgwick via My Leave, or by calling Sedgwick at 1-866-431-8484</p> <p>Owner: Employee</p>
STEP 3	<p>If contacted by Sedgwick for additional information, Employee responds to Sedgwick to support requested leave</p> <p>- Important: Failing to respond to Sedgwick requests for information will result in denial of leave request and may result in disciplinary action. Continued communication between employee and Sedgwick is required for some COVID-19 leaves</p> <p>Owner: Employee</p>
STEP 4	<p>Manager refer to My Leave Dashboard for leave status updates</p> <p>Owner: Manager</p>

All Other Leave Types

STEP 1	<p>For all other leave types, including COVID-19 quarantine leave for non-store and office employees, the Employee submits LOA request via My Leave on HR Central or by calling Sedgwick (866-431-8484 option #2)</p> <p>- If the employee is unable to submit the LOA request within 3 days, the manager is required to submit the LOA request on the employee's behalf</p> <p>- Important: Ensure correct phone and email contact information is provided in the leave request</p> <p>Owner: Employee/Manager</p>
STEP 2	<p>Employee responds to Sedgwick request for additional information to support requested leave</p> <p>- Important: Failing to respond to Sedgwick requests for information will result in denial of leave request and may result in disciplinary action. Continued communication between employee and Sedgwick required</p> <p>Owner: Employee</p>
STEP 3	<p>Manager refer to My Leave Dashboard for leave status updates</p> <p>Owner: Manager</p>

RETURNING FROM AN APPROVED LEAVE

COVID-19 Quarantine Leave

Retail Store Employee on leave due to COVID-19 quarantine

STEP 1	<p>Employee must be able to pass all of the Health Screen questions prior to returning to work</p> <p>Owner: Employee</p>
STEP 2	<p>Employee contacts manager advising of return to work</p> <p>- Important: Failing to advise of ability to return to work may result in disciplinary action</p> <p>Owner: Employee</p>
STEP 3	<p>Manager calculates return to work date by reviewing the "When Can Quarantine End?" resource on HR Solutions</p> <p>Owner: Manager</p>
STEP 4	<p>Employee reports day of return to work via CAMS COVID-19 Return to Work from Quarantine Report</p> <p>Owner: Employee/Manager</p>

All Other Leave Types

Employee leave for their own medical condition

STEP 1	<p>Employee contacts manager advising of return to work and employee provides copy of release to return to work for their own medical condition to their manager and Sedgwick</p> <p>- Important: Failing to advise of ability to return to work may result in disciplinary action</p> <p>Owner: Employee</p>
STEP 2	<p>If release includes restrictions, employee/manager partners with Human Resources for any accommodation requests (refer accommodation job aid)</p> <p>Owner: Employee</p>
STEP 3	<p>Manager verifies return to work date, places the employee back on the schedule without delay, and communicates work schedule to employee</p> <p>Owner: Manager</p>
STEP 4	<p>Employee or manager reports day of return to work via My Leave on HR Central or by calling Sedgwick (866-431-8484 option #2)</p> <p>Owner: Employee/Manager</p>

RETURNING FROM A DENIED LEAVE

STEP 1	<p>Manager observes denial on My Leave Dashboard and contacts employee to return to work</p> <p>Owner: Manager</p>
STEP 2	<p>Sedgwick notifies Luxottica Leave Department and an employment status review completed and employee notified</p> <p>Owner: Sedgwick/Leave Department</p>
STEP 3	<p>Denial letter is sent by Luxottica Leave and Disability Department to employee</p> <p>Owner: : Leave Department</p>
STEP 4	<p>Manager contacts Human Resources for support to review the circumstances for the denied leave. Employee cannot return to work without Human Resources review</p> <p>- Note: Retail Store Employees - submit Employee Relations e-Service Consultation Request</p> <p>Owner: Manager</p>
STEP 5	<p>Human Resources reviews the circumstances for failure to provide documentation to support the leave request and return to work. Human Resources advises on next steps</p> <p>- Important: Failure to provide documentation to support the leave request or release to return to work may result in disciplinary action</p> <p>Owner: : Human Resources</p>
STEP 6	<p>Employee or manager reports day of return to work via My Leave on HR Central or by calling Sedgwick (866-431-8484 option #2)</p> <p>Owner: Employee/Manager</p>

EMPLOYEE FAILS TO RESPOND OR RETURN FROM APPROVED OR DENIED LEAVE

- If employee fails to return to work following a leave and fails to respond to manager, manager notifies their supervisor and Human Resources.

- Note: Retail Store Employees - manager submits Employee Relations e-Service Consultation Request

Owner: Manager/e-Service
- Voluntary termination letter sent by Luxottica Leave and Disability Department to employee

Owner: Leave Department