

EssilorLuxottica Employee Relations

Job Fill Process

What is the Job Fill Process?

In situations where an employee was on leave of absence under the Family Medical Leave Act (FMLA), but the FMLA leave is now exhausted, it may be necessary to fill the position. If (1) an employee's FMLA is exhausted and (2) there is a significant negative impact to the business, then the manager can request review through the job fill process.

Additional Resources:

- [HR Solutions](#)
- [Employee Relations Escalation Chart](#)
- [Your Regional Manager](#)

Assessing Impact to the Business

- **What are the employee's intentions regarding the return to work?** Has the employee expressed his or her intentions regarding returning?
- **How are you currently covering the employee's duties?**
- **Why is filling the position critical?** Is there work that is not getting done? Are there sales objectives that are not being met? Are there issues due to minimal supervision?
Note: You must demonstrate objective reasons why the position must be filled. Impact on employee morale is not an acceptable reason.
- **Is there a temporary alternative?** Could others fill the role's responsibilities while the employee is on their leave of absence?
- **If a permanent job fill is approved, is there a comparable position to which the employee can be reassigned upon return?**
- **If approval to fill is granted, what is the approximate length of time in which a permanent employee could be placed in this position?**

Steps for the Job Fill Process

- **Contact Sedgwick** by emailing LuxotticaHR@sedgwickcms.com to confirm exhaustion of FMLA. Please make sure to provide full name of employee and EssilorLuxottica ID in the email. After confirmation of FMLA exhaustion is received, partner with your Regional Manager.
- **Be prepared to review the details of the situation with your Regional Manager.**
- **Your Regional Manager will submit a request for Job Fill via HR Central / Employee Relations / e-Service / Job Fill Request.** Please review questions on Page 2 in preparation for submission through the e-Service portal.
- **Once received via e-Service,** a representative from HR will be in contact with the employee to conduct the Interactive Conversation.
- **Review of Request Determination**— Notification of approval or denial will be provided after the Review Committee meeting. The Regional Manager will be contacted via email.
- **DO NOT** move forward with the job fill until you received confirmation of approval.

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Prior to requesting consultation via the Employee Relations e-Service portal, be prepared to answer the following questions:

1. If store location, is it single coverage?
2. Has a manager spoken to the employee regarding their intentions to return to work?
3. Was a Return to Work date communicated by the employee to the manager?
4. What is the location's usual procedure for contacting employees on leave to determine if they will return to work?
5. Does the employee's management team typically reach out to the employee, or wait for them to contact management?
6. Did you discuss steps the employee needs to take to return to work prior to returning from leave so that they are informed?
7. How are you currently covering the employee's duties?
8. What is the business need to fill the position?
9. Can you temporarily promote someone (i.e comparable or lower position employee with in the same or proximate location) to the position to cover until he/she returns?
10. Can you bring someone from another location or department to cover for him/her until he/she returns?
11. Can you temporarily fill the position with a new hire, with the understanding that the new hire will be moved to another location or department if and when he/she returns?
12. If the position has been temporarily filled, who is the employee and when were they placed in the position temporarily?
13. If a permanent job fill is approved, do you have a comparable position available at their current or proximate location/department that you could reassign them to for the remainder of their leave, which they would then return to work in that position when their leave expires?
14. If not a comparable position, is a similar lower position available?
15. If approval to fill position is granted, what is the approximate length of time in which a permanent employee would be placed into this position?