

Reporting Back to Work MANAGER

Use this job aid to provide a new date in connection with reporting back to work from a leave of absence.

Reminder(s):

- Employee must obtain a written work release from their doctor prior to returning to work or no later than 24 hours after returning to work. If an employee is FT prior to leave, they must be FT upon reporting back to work (unless otherwise agreed upon by the employee and HRBP).
- Add process/reference reminders.

Reporting Return to Work Date

Log in to My Personal Desk using your EssilorLuxottica employeeID and password.

In the self-service menu, select My Leave.

On the landing page, under **Your Claims**, select the specific claim/case that applies to reporting a return to work (RTW) date.

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10/25/2009	Family Leave	Family Medical					
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Once you have selected the claim/case, you will be routed to the **Case Overview** page.

Contact Leave Specialist



Select the Contact Leave Specialist link.



Select the topic and subtopic manually when submitting the inquiry or update to the specialist.

In this instance, your subtopic is New RTW Date.

Enter information in the Message box related to the employee's RTW date.

Review all detail for accuracy, and then select **Submit**.

A Leave Specialist may contact you to confirm information submitted.

EssilorLuxottica