Leave of Absence (LOA) Checklist

A step-by-step guide for planning, taking, and returning from leave

1. Planning & Notifications (as soon as the need is identified)

- ☐ **Review policies:** Consult the Employee Handbook and other company resources to understand the leave policies that apply to your situation (e.g., FMLA, ADA, Short-Term Disability).
- ☐ **Initiate your request:** Submit an intake request via **Nanci**, Larkin's automated intake assistant. If your leave is foreseeable (e.g., planned surgery or the birth of a child), provide at least **30 days** of advance notice.
- ☐ **Provide notice:** Notify your direct manager and HRBP as soon as you know you'll need leave. Larkin will also notify your manager and HRBP once you initiate your request.

2. Transition & Preparation

- ☐ **Complete documentation & forms:** Larkin will send you all required forms. Make sure both you and your healthcare provider complete and submit them promptly.
- ☐ **Meet with your manager:** Build a transition plan together — share project updates, key stakeholder/client contacts, and any documentation or instructions your team will need while you're out.
- ☐ **Set your out-of-office:** Update your email auto-reply with your expected return date and your manager's contact info for urgent matters.
- ☐ **Delegate manager approvals (if applicable):** If you're a manager, delegate your Workday and Oracle approval tasks to another manager on your team before your leave begins.

> *Important: If you don't set up your Oracle delegation before your leave starts, system admins cannot delegate approvals on your behalf. This affects approvals for your direct reports' expense reports and invoices.*

3. During Your Leave

- ☐ **Stay in touch with Larkin:** Keep to the communication schedule you agreed on, and update Larkin on your expected return date or any change in status.
- ☐ **System access**: For compliance purposes, you're not allowed to work while on leave. Once your leave begins, your access to business systems, including work email, will be disabled.
- ☐ **Workday Access:** You may log into Workday from a personal computer to view pay stubs or submit qualifying life events, at myworkday.com/wday/authgwy/rakuten. **Forgot your password?** Use “Forgot Your Password” on the login page.

- ☐ **Submit Qualifying Life Events (QLEs):** Benefit changes tied to a QLE (e.g., the birth of a child) must be submitted on Workday within **30 days** of the event.
- ☐ **Understand your pay & benefits:** Contact your dedicated Larkin administrator to review the compensation and benefits available during your leave.

> *Important: PTO/PST does not accrue while you're on leave of absence.*

4. Returning to Work

- ☐ **Submit return-to-work documentation:** Submit completed documentation to Larkin at least **three business days** before your return date.
- ☐ **Confirm system access:** Access is reinstated on your official return-to-work date. Trouble logging in on your first day back? Call IT Answers at **1-888-388-8864**.
- ☐ **Schedule a re-entry meeting:** Meet with your manager to discuss reintegration, current priorities, and any training or company updates you've missed.

5. Support & Contacts

- ☐ **Leave-specific questions — contact Larkin:**
  - **Phone:** 1-866-923-3336
  - **Hours:** Mon–Fri, 8:00 AM–5:00 PM PT
- ☐ **Personalized benefits support — contact your Benefit Advocate:** One-on-one help with coverage, eligibility, providers, ID cards, claims, billing issues, and life-event changes.
  - **Phone:** 1-877-408-6430
  - **Email:** rakutenbenefits@alliant.com
  - **Hours:** Mon–Thu, 8:00 AM–5:00 PM PT | Fri, 8:00 AM–4:30 PM PT
- ☐ **General assistance:** Start with the HR pages on R-Space. Still have questions? Reach HR Answers via Chat, Ticket, or Email