

## Leave of Absence

### Do You Need to Take a Leave of Absence?

Lithia & Driveway partners with Alight to administer employee leaves of absence.

### How Alight Helps You

Alight helps support you and is available to answer any questions you may have during your leave of absence (LOA). Alight assists you in navigating the LOA process with dedicated leave specialists who help you with questions and specific needs during your time away from work. They also ensure all applicable compliance and regulatory requirements are met so we can be sure you receive all available protection during your time away from work.

All foreseeable continuous claims must be requested at least 30 days in advance, and if the LOA is not foreseeable, you must provide notice as soon as possible and practical. If your LOA is pending, already approved, or if you have more than one active leave, you must identify the specific leave and reason. Remember, an LOA must be used for its stated purpose.

### Types of Leave of Absence

- Serious illness or injury
- Care of a family member with a serious health condition
- Qualifying exigencies for military families
- Care for an injured or ill military service member
- Pregnancy, bonding with a newborn child, or placement for adoption or foster care
- Military service and personal leave
- Other company-specific leave and disability plans

### What to Expect

Alight will do the following for you:

- Collect the information regarding your request for an LOA, including the dates and reason for your leave, as well as contact information for you and for your healthcare provider(s).
- Send you the necessary paperwork for your LOA.
- Review certification forms and determine if your request meets the criteria for approval.
- Issue approval and denial notices, as well as outline when more information may be needed.
- Work with you and your manager regarding your return to work and any potential leave extensions.
- Track statutory and company leave entitlements.

### Dedicated Support

The Alight team of dedicated, compassionate professionals include registered nurses, case managers, and leave specialists who validate the need for leave and manage all aspects of your leave so you can focus on your recovery and getting better.

Your case manager is your point of contact at Alight while you are away and can answer your questions about the leave process, and provide valuable advice on what questions you should ask your doctor regarding your care.

### Contact Alight

#### Alight's Self-Service Portal

<https://lithiadriveway.absenceconnect.ca>