

Team Member Intermittent Leave Checklist

☐ Notify Your Supervisor

Notify your direct supervisor of your upcoming intermittent leave **at least 30 days** in advance, or as soon as practicable in the event of an emergency need for leave.

☐ Request Your Intermittent Leave from the LOA Team

Complete the online form [here](#). A link to the form is also available in [The Stand](#). After your request has been reviewed by the LOA Team, **read the notices provided to you that explain your leave type and due date for required documentation.**

☐ Provide Required Documentation

Most leave of absences will require documentation. **You will receive an email with a link for documentation to be uploaded.** Failure to submit complete documentation on time may result in the denial of your leave.

☐ Understand Your Intermittent Leave Entitlement

Based on your certification, you may be approved for intermittent time off for appointments, episodes, a reduced schedule, and/or baby bonding.

☐ Appointments

Appointments are typically **predictable and regularly occurring events** that are used to see a treating physician or attend treatment or therapy.

☐ Episodes

Episodes are typically **unpredictable and sporadic events** that are used to recover from a sudden flare-up of symptoms.

☐ Reduced Schedule

A reduced schedule is typically used for **restriction to the numbers of hours you may work** in a day or the number of days in a week.

☐ Baby Bonding

Baby bonding is used **within the first 12 months of the birth, adoption, or foster care placement of your child.** If you do not take baby bonding time in a lump-sum, then it may be used like appointments for planned absences or episodes in the event your child is sick or otherwise suddenly needs your care.

☐ Plan Financially for Your Absence

☐ Apply for Eligible Paid Leave Benefits from Your State

Some states offer paid leave for your own serious health condition, caring for a family member, bonding with a new child, safety (domestic violence) and more. **Review your state's website to see if you qualify for such benefits.** Note: If you work in **New York** and are applying for New York Disability or New York Paid Family Leave, then submit your claim directly through **Prudential at 800-842-1718.**

☐ Request Time Off Hours

Submit a time off request in Workday if you wish to be paid for your intermittent leave hours.

INTERMITTENT LEAVE BEGINS

☐ Report Your Intermittent Leave Utilization

☐ To the LOA Team

Report your time off via the Self-Service Portal's [Intermittent Hours Out Request Form](#).

☐ To Your Direct Supervisor

As with any absence, late arrival, or early departure from work, you must notify your supervisor at least 48 hours in advance, or as soon as practicable for unforeseen circumstances.