



YOUR WORK/LIFE BENEFITS

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Team Member Guide to Leave of Absence

The following information is to guide you through your leave of absence. Grainger is here to support you throughout this process.

Team Member Leave of Absence Responsibilities

Let your supervisor know you need a leave of absence.

Contact the Grainger AbsenceOne Leaves Team at 888-477-3781 and select option #3 for Leaves and Disability:

- ✔ Go through the intake process with the Grainger AbsenceOne Leaves Team
- ✔ The Grainger AbsenceOne Leaves Team will determine what leaves you qualify for

The Grainger AbsenceOne Leaves Team will send you an initial packet:

- ✔ You should review the initial packet and provide all necessary information to the Grainger AbsenceOne Leaves Team.
- ✔ Work with your health care provider to ensure that all necessary information is provided in a timely manner.
- ✔ Contact the Grainger AbsenceOne Leaves Team with any questions about or changes to your leave.

You will receive either an approval or denial letter.

- ✔ If your leave is **approved**:
 1. Keep an open line of communication with your supervisor during your leave of absence.
 2. If you are approved for intermittent leave, contact the Grainger AbsenceOne Leaves Team to report the length of your leave and return to work (RTW) date.
 3. Inform your supervisor and the Grainger AbsenceOne Leaves Team of any changes regarding your RTW date.
 4. If your leave is unpaid, let your supervisor know if you want to use paid time off.
 5. If you want to continue to use your benefits while on unpaid leave, reach out to your supervisor and the HRSC for support in making arrangements for benefits contributions.
 6. Reach out to your supervisor two weeks prior to your anticipated RTW date. You will need to submit a RTW release prior to returning to work. Provide AbsenceOne with your RTW note ASAP.
 7. If you need an accommodation for RTW, reach out to the Grainger AbsenceOne Leaves Team and your supervisor.
- ✔ If your leave is **denied**:
 1. You may be eligible for other types of leave. AbsenceOne will review other leaves for which you may be eligible.

Team Member Guide to Leave of Absence

Here's what you should know:

The Grainger AbsenceOne Leaves Team is Grainger's disability and leave of absence administrator. It will be your primary point of contact.

- ✔ Call 888-477-3781 and select option #3 for Leaves and Disability.

Family Medical Leave (FML) provides unpaid job and benefits protection during your leave, while short-term disability (STD) provides income replacement. STD, FML and any state leaves run concurrently, when applicable.

- ✔ For more information on FMLA: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

The Grainger AbsenceOne Leaves Team will let you know if you have a disability claim and if you are eligible for disability pay during your leave.

If your disability claim is approved, accrued/unused paid time off (PTO) may be used during the unpaid benefit waiting period (seven days must pass before disability claim payments are made). If no PTO is available, this period will be unpaid.

PTO may accrue during your leave depending on what type of leave you are on. During paid leaves, PTO accrues; PTO does not typically accrue during unpaid leaves.

During your leave of absence, any incentive pay, such as commissions, is paid using a look-back average.

During an approved paid leave, your portion of health care premiums will continue to be deducted from your pay.

Coordinate with HRSC for instructions on paying your portion of premiums.

- ✔ If your leave is due to the birth or adoption of a new child, be sure to add your new child to your benefits. If you would like to enroll your new child in your benefits, you must contact Grainger Benefits within 31 days of the date of birth/placement of your child.

Other Stakeholders Roles/Responsibilities:

The Grainger AbsenceOne Leaves Team

- ✔ Processes all leave and short-term disability (STD) documents
- ✔ Follows claims process to collect medical documents
- ✔ Provides communications/forms to team members
- ✔ Ensures medical documentation supports requested leave
- ✔ Assists in RTW process

Supervisor

- ✔ Assists TM on how to report a leave
- ✔ Supports TM throughout process, as needed
- ✔ Assists in RTW process

HR

- ✔ Assists TM on how to report a leave
- ✔ Provides Grainger process information, as needed
- ✔ Assists in RTW of both team members with restrictions and limitations or full duty team members

Integrated Disability Manager (IDM)

- ✔ Ultimately responsible for the Grainger AbsenceOne Leaves Team relationship
- ✔ Handles escalated issues

HRSC

- ✔ Handles escalated issues
- ✔ Assists with leave and benefit questions

Escalation Process:

- ✔ TM works with the Grainger AbsenceOne Leaves Team to resolve issue
- ✔ If AbsenceOne examiner cannot resolve the issue, TM should ask to speak to AbsenceOne team lead
- ✔ If unable to resolve, TM reaches out to HRSC to assist. HRSC will reach out to integrated disability manager (IDM) to assist with resolution
- ✔ IDM/HRSC work together with the Grainger AbsenceOne Leaves Team to resolve the TM issue

Return to Work Process:

- ✔ The Grainger AbsenceOne Leaves Team report when TMs are able to RTW with or without restrictions
- ✔ If with restrictions, the Grainger AbsenceOne Leaves Team works with the ADA Compliance Lead to help facilitate RTW.
- ✔ If TM provided People Leader with RTW note, People Leader should forward it to the Grainger AbsenceOne Team.
- ✔ HR/People Leader work with TMs to return them to work
- ✔ People Leader monitors return to work, when TM reports back to work the People Leader will notify the AbsenceOne Leaves team
- ✔ The Grainger AbsenceOne Leaves Team stays in contact with physician to monitor and report changes in restrictions until TMs return to full duty