

Enter Company Name Here:	
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LEAVE OF ABSENCE / RETURN TO WORK NOTICE

Use this form to notify TSI whenever an employee goes out on Leave of Absence for any reason, and again when an employee returns from a Leave of Absence.

Employee Information

Employee's Name	Social Security Number
Effective Date	Location

Leave of Absence / Return to Work Details

- Going out on Leave of Absence
- Returning to work from Leave of Absence

Reason for LOA: _____

Date LOA begins: _____ Expected Date of Return: _____

Will employee receive pay during LOA? Yes No

If the employee will receive pay for accrued paid time off, he/she must arrange with his/her supervisor for these hours to be reported via the normal hours submission process; TSI does not automatically pay out vacation/sick/PTO hours during a leave of absence. If your company offers short-term disability, this may affect when and how much vacation, sick leave, or PTO can be paid. Contact the TSI Benefits Department for details.

Will company continue insurance benefits during LOA? Yes No

Insurance continuation during a Leave of Absence is limited to 12 weeks, during which time the employee/client continues to make premium contributions. Contact the TSI Benefits Department to determine how the employee will pay his/her portion of the insurance premiums.

Note: Upon termination of benefits, the employee may become eligible for COBRA continuation of coverage.

Please notify TSI immediately whenever an employee goes out on LOA or returns to work after a LOA, since employee LOA status can affect payroll processing and benefits billing. If your company has 50 or more employees, FMLA requirements may apply.

Client Authorization

Manager Signature	Date
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