

HOW TO APPLY FOR LEAVE OF ABSENCE AT VIVINT SOLAR

In partnership with Voya

01

Apply for Leave

To request a leave of absence, contact our leave administrator Voya by calling into our dedicated leave request line. Their number is: 888-464-3652.

02

Certification

Voya will review all eligible leave options and send you the required paperwork to apply for a leave of absence. If Voya needs further information including certification from your attending physician they will give you the specific time to return that information.

03

Leave Decision

Once Voya has reviewed all the required documentation, they will approve or deny the leave request. The decision will be sent to you, HR, and your manager via email and postal mail.

04

Leave Outcome

If Approved, your leave will start on the day the leave was approved by Voya. You will be responsible for coordinating the time off with your direct supervisor and HR.

If your leave request is denied by Voya, HR will reach out to you about what further action needs to be taken.

If you have any questions, please reach out to our Leave Administrator in the HR Department.