

# Leave of Absence Checklist – Employee

As an employee you are responsible to maintain a relationship with your manager while out on a leave of absence and comply with [Orange Leave of Absence Policy and Process](#). As an employee, here's what you need to do:

## Responsibilities before going out on Leave of Absence

- With as much advance notice, you must inform your manager of your intended leave dates and confirm preferred communication methods (email/phone/text).
  - Review the Leave of Absence [Policy](#) and additional information [here](#).
  - Contact Voya at 888-464-3652 to initiate a leave of absence and report your last day worked and your full first day absent from work. **Note:** Voya will answer your questions about your leave eligibility, what leave types are available and whether the leave will be paid vs. unpaid.

## Responsibilities after requesting a Leave of Absence

- Review all forms and paperwork that Voya email/mails to you.
- Complete and return all required medical certification to Voya by the deadline given.
- Discuss time frames to touch base with your Supervisor while on leave and confirm preferred communication methods (email/phone/text). Keeping in touch with your Supervisor keeps them informed of your status and helps with a smooth return to work transition.
- If your situation changes, update Voya, [leaves@sunrun.com](mailto:leaves@sunrun.com) and your Supervisor throughout the leave (e.g. change in leave duration). To receive or continue your approved leave, or benefits payable through that leave, you must promptly respond to Voya's requests for information.
- Return to work process.** You are responsible for connecting with your Supervisor within **five days prior** of your scheduled return date to verify whether you are or are not able to return to work.
  - If you are ready and able to return**
    - Discuss and confirm your actual return to work date with your Supervisor.
    - Notify Voya of your confirmed and actual return to work date and of any restrictions. If a reasonable accommodation is required. (i.e.

a reasonable accommodation is assistance or changes to your position or workplace that will enable you to do your job) you will need to contact [leaves@sunrun.com](mailto:leaves@sunrun.com)

- ❑ Supervisor must notify the Leave Team at [Leaves@sunrun.com](mailto:Leaves@sunrun.com) within 3 days of the confirmed scheduled return work date. Failure to report your return date to the Leave Team in a timely manner, could affect your pay, and system access.
- ❑ The Leave Team will process the return to work date into Workday.

❑ **If you are unable to return to work**

- ❑ With as much advance notice, you must Inform your manager if you are unable to return to work and provide your new estimated return to work date
- ❑ Contact Voya to request an extension prior to the expiration of your current leave.
- ❑ If restrictions or a reasonable accommodation is required to remain at work or return to work, please contact the Leave Team at [leaves@sunrun.com](mailto:leaves@sunrun.com) to discuss possible reasonable accommodations.

❑ **Employees on Intermittent Leave or a Reduced Work Schedule**

- ❑ All intermittent and reduced schedules must be reviewed in advance with your Supervisor. With as much advance notice, you must inform your manager of your intended leave dates and confirm preferred communication methods (email/phone/text).
- ❑ Please report dates as quickly as possible by reporting hours taken within 3 business days to Voya. Failure to provide prompt notice could cause a delay or denial of leave.

❑ **Benefits while on leave considerations.**

- ❑ If you receive a Sunrun paycheck while on leave, your benefits premiums will continue to be deducted from your paycheck.
- ❑ If your Sunrun paycheck is not enough to cover the cost of your benefits premiums or you do not receive a paycheck while on leave, you will accrue an arrears balance. You will be responsible for paying back these premiums back to Sunrun upon your return to work. Payroll will deduct from your arrears balance upon your return to work.



- ❑ If you are out more than 90 days, Sunrun will terminate your benefits and you will be offered continuation of coverage through COBRA.