

Leave Management Checklist – Supervisor

Your employee has requested a leave of absence. It is important to know that you are the main link between the employee and Sunrun's leave process. As a supervisor, here's what you need to do:

- ❑ **Review the [Orange Leave of Absence Policy](#) and advise your employee of the process and requirements.**
 - ❑ Direct your employee to contact Voya directly at 888-464-3652 request a leave of absence. Employees will be advised on leave eligibility, what leave types are available and whether the leave will be paid vs. unpaid.
 - ❑ If the employee cannot contact Voya themselves, please report your employee's absence to the Leave Team by emailing leaves@sunrun.com.
 - ❑ Direct your employee to submit all documentation to Voya.
 - ❑ Discuss time frames to touch base with your employee while on leave and confirm preferred communication methods (email/phone/text). Keeping in touch with an employee on leave improves their chance of successfully returning to work.

- ❑ **Process for putting employees on leave into Workday.**
 - ❑ Voya will report the employees first day out to the Leave Team, in which they will process the leave status into workday.
 - ❑ Once employee is on leave, system access will be turned off
 - ❑ Log into Workday and confirm your employees first day off from work is accurate.
 - ❑ If the date is correct, no action is needed.
 - ❑ If the date is incorrect, please email leaves@sunrun.com with the correct date. Incorrect dates could result in overpayment or underpayment of wages and benefits, as well as additional time off the employee is not entitled to under these provisions

- ❑ **Once an employee calls Voya and files a leave of absence.**
 - ❑ You will receive an email from Voya and leaves@sunrun.com with specific information or instructions.
 - ❑ Review and verify information in the email is correct and reply as necessary with requested information.

- ❑ If you want a status update on your employees claim please contact leaves@sunrun.com
- ❑ While on leave employees are required to implement PTO.
 - ❑ For hourly employees they are required to apply all of their accrued PTO and unpaid time off while on leave. Unless, they are in a state that doesn't require it. If you have any questions on if the state you are in does not require PTO to be submitted while on leave please contact leaves@sunrun.com. If your employee does not apply their PTO and unpaid time off balance before they go on leave, as the manager, you will need to do so.
 - ❑ For salaried employees FTO can be used but is up to the managers discretion.
- ❑ **You are responsible for a seamless and safe return to work for your employee.** Reach out to the employee **five days prior to their scheduled return date** to verify whether or not your employee is ready and able to return to work.
 - ❑ ***If your employee is unable to return to work***
 - ❑ Advise the employee to contact Voya to request an extension prior to the expiration of their current leave.
 - ❑ If restrictions or a reasonable accommodation is required to remain at work or return to work, please contact the Leaves Team at leaves@sunrun.com to discuss possible reasonable accommodations.
- ❑ **If you have an escalation employee concern contact the Leaves Team at leaves@sunrun.com.**

It is important to maintain confidentiality.

Remember to keep confidentiality in mind at all times. Do not ask for details about an illness, diagnosis or injury. Do not share any confidential information your employee has disclosed to you with anyone else, except on a need to know basis. If you are unsure, please contact leaves@sunrun.com.