



Reporting Back to Work from a Leave

Reporting Back to Work MANAGER

Use this job aid to provide a new date in connection with reporting back to work from a leave of absence.

1 Reporting Return to Work Date

Log in to HR Central using your Luxottica employee ID and password.

In the self-service menu, select **My Leave**.

On the landing page, under **Your Claims**, select the specific claim/case that applies to reporting a return to work (RTW) date.

Once you have selected the claim/case, you will be routed to the **Case Overview** page.

Reminder(s):

- Employee must obtain a written work release from their doctor prior to returning to work or no later than 24 hours after returning to work. If an employee is FT prior to leave, they must be FT upon reporting back to work (unless otherwise agreed upon by the employee and HRBP).
- Add process/reference reminders.

The screenshot shows the 'Your Dashboard' in HR Central. Under 'Your Claims', a table lists claims with a red box highlighting the 'Claim Number' column. Below this, the 'Your Leave Calendar' shows a calendar for November 2015 with a red box highlighting the 'November 13, 2015' date. To the right, the 'Your Leave Balance Summary (in weeks)' shows bars for California Family Rights Act and Federal Family and Medical Leave Act. Below the calendar, there are tabs for 'View', 'Report', and 'General Information'. The 'General Information' tab is selected, showing a 'Your Claims' section with a table of claims. A red box highlights the 'Claim Number' column in this table.

Begin Date/ Date of Injury	Claim Number	Type	Sub Type	Check Issue Date	Amount	From Date	To Date	Contact
2/11/2014		Employee Medical	Employee Medical					
11/18/2008		Workers' Compensation						
1/25/2009		Family Leave	Family Medical					
1/26/2009		Family Leave	Family Medical					
1/26/2009		Employee Medical	Employee Medical					

Begin Date/ Date of Injury	Claim Number	Type	Sub Type	Check Issue Date	Amount	From Date	To Date	Contact
2/20/2015		Employee Medical	Employee Medical					✓
2/16/2015		Employee Medical	Employee Medical					✓

2 Contact Leave Specialist



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Select the **Contact Leave Specialist** link.

Select the topic and subtopic manually when submitting the inquiry or update to the specialist.

In this instance, your subtopic is **New RTW Date**.

Enter information in the Message box related to the employee's RTW date.

Review all detail for accuracy, and then select **Submit**.

A Leave Specialist may contact you to confirm information submitted.

View Report General Information

Leave Specialist: stummala

Case Overview

Name: Maria Case Number: Case Number: ITC
Case Type: Continuous Leave Type: Employee Medical
Leave Status: Open Caused By: Other

Related Links

[Contact Leave Specialist](#) [Case Summary](#) [Certification](#) [Demographics](#) [Work Schedule](#) [Leave Calendar](#) [Leave Balance Summary](#)

For Assistance

Phone Contact Center Number: Your company has not provided this information.
Fax Number: Your company has not provided this information.
Mailing Address:

Contact Leave Specialist

Feel free to contact us for any questions or concerns about this claim.

Phone: - -
Email:
Preferred Contact Method: Phone
Topic: Provide update on claim
SubTopic: New RTW date
Message:
0 of 500 characters used
Submit