[Date]

[Set Request Node][Set Employee ID][Manager Name]

[Manager Email]

Re: Employee’s Request for Leave of Absence

[Employee Name], [Employee ID]

Dear [Manager Name],

This letter is to inform you that the above employee has requested a leave of absence through the Windward Human Resources team.

Requested Leave Start Date: [Leave Start Date]

Requested Leave End Date: [Leave End Date]

Requested Leave Type: [Leave Type]

To complete the leave process, the employee must complete leave of absence paperwork and return said paperwork to Human Resources.

[Set Job Protection]Your employee [If Yes]is[Else]is not[End If] eligible for job protection under Federal and/or State regulations[If No] due to [Denial][End If]. Upon receipt of the employee’s leave of absence paperwork, we will determine eligibility under relevant regulations and you will be notified of the decision.

**Time Keeping Instructions**

***[Set Leave Type][If Basic]Basic Medical Leave***

Our systems show that your employee may be eligible for short term disability after a seven day waiting period. During this waiting period, use the following time keeping codes to accurately track time off: ***[End If][If Advanced] Advanced Medical Leave***

Our systems show that your employee may be eligible for short term disability after a [Waiting Period] day waiting period. During this waiting period, use the following time keeping codes to track time off: ***[End If][If Immediate]Immediate Medical Leave***

Our systems show that your employee may be eligible to for disability benefits starting on the first day of disability. Please be sure to capture any remaining time in the current pay period using the following unpaid time keeping code to accurately track time off during this period: ***[End If][If None]Medical Leave***

Our systems show that your employee may be not eligible for disability benefits, and has the option to use paid time off (PTO) for the duration of their leave. ***[End If][If Maternity]Maternity Medical Leave[End If]***

|  |  |
| --- | --- |
| *[Set Leave Type]TK Code* | *Description* |
| [Loop][Code] | [Description] |

[End Loop]

Contact your Human Resource representative for any issues that occur during your employee’s leave of absence.

You can contact our office Monday through Friday, from 9am to 5pm Mountain Time at 1-888-555-5555.

Thank you. We look forward to helping you and your employee.

Regards,

[CSR Name]

Customer Service Representative

Human Resources