



Medical Leave CHECKLIST

	ACTIVITIES	COMPLETE BY:
	Update all contact information in your UltiPro Profile	3 Months before Leave Start Date
	Request the Leave Of Absence Form from leave@genesco.com . Include your full name, employee #, and your request.	1-2 Months before Leave Start Date
	Check your Email on file in UltiPro for the Leave of Absence Form from leave@genesco.com	24-48 Business Hours after Request was made
	Complete and return the Leave of Absence Form to leave@genesco.com	24-48 Business Hours after Form was sent
	Check your email on file in UltiPro for Leave Paperwork or additional requests from leave@genesco.com	24-48 Business Hours after Form is returned
	Take Leave Paperwork to your healthcare provider to be completed	Submit to provider ASAP**
	Return Completed Leave Paperwork to leave@genesco.com for review	15 Days from the Date Leave sends it to you
	Request an extension to submit Leave Paperwork from leave@genesco.com if you are unable to meet the 15 day due date	ASAP
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Notify leave@genesco.com to confirm the date you actually begin your Leave of Absence	The date you begin your leave



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	ACTIVITIES	COMPLETE BY:
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Take the Fitness for Duty Form to your Healthcare Provider to be completed	2-3 Weeks before return to work**
	Submit completed Fitness for Duty Form to leave@genesco.com for review	48 Business Hours before return to work
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Check your Email on file in UltiPro for clearance to return to work from leave@genesco.com	48 Business Hours after Form is submitted
	Email leave@genesco.com to confirm the date you actually returned to work	The Date you return to work

LEAVE PAPERWORK DUE DATE

Date Leave Sent Paperwork
(ADD DATE HERE)  **15 DAYS**
 (YOUR DUE DATE)

****Please be aware that the turn around time to receive completed paperwork from a healthcare provider will vary from office to office. Check with your provider's office regarding their paperwork policy to ensure your paperwork is completed and submitted by your due date.**