

# Leave of Absence for Employees

A Successful Experience



## How Do I Get Started?

Call Broadspire at 877-222-8705 to apply for a leave of absence, workplace accommodation or short term disability claim and follow instructions given during the call. Broadspire will work with you to determine the type of leave that best fits your situation:

- **Intermittent** is leave taken in intermittent periods of time (minutes, hours or a whole day) rather than in consecutive days.
- **Continuous** leave taken in one continuous block of time exceeding one full workweek.

## Certification Packet

Your paperwork will be emailed to your personal email address within 5 business days.

You are responsible for contacting Broadspire if you haven't received your paperwork within five (5) days. Check the portal to see if your paperwork has been generated, if so you can view and print your documents. Once received, read **ALL** of the information.

- **Paperwork Completion:** There are sections of the leave paperwork for you and your doctor to complete to support your request for time off.
  - **Deadline to submit paperwork:** The due date is clearly stated in your packet, generally 15 days from the time the paperwork was emailed. Forms not submitted by the deadline will result in denial of your request.
  - Remember, it's your responsibility to make sure your paperwork is completed and submitted on time.
- **Submit Paperwork:** Submit your paperwork via fax to 859-550-2744. Keep your fax confirmation to ensure your paperwork was sent successfully and prior to the deadline. You can also log into the self-service portal at [www.myleavetech.com](http://www.myleavetech.com) to upload your paperwork or confirm that the paperwork was faxed to your claim by your doctor. Instructions for accessing the portal are included in your paperwork.
- **Claim Decision:** You'll receive an email notifying you of Approval, or if there is Incomplete/Insufficient information and more is needed about 5 days after your paperwork is submitted or a denial if no paperwork was received. If further information is requested, you'll be expected to adhere to any additional instructions and deadlines or the leave will be denied.
- **If your leave is denied:** Any absences related to a denied leave will fall under the attendance guidelines. Refer to denial notice for further instructions. Per attendance guidelines, the absences could result in forfeiture of good standing status and/or employment.
- **Return to work:** If for any reason you won't be able to return to work, contact Broadspire as soon as you know.
- **Return to work release:** If you are on a continuous leave of absence for your own medical condition, and your healthcare provider releases you to return to work earlier than expected you'll need to provide a release note from your healthcare provider to Broadspire 2-3 days prior to the new return to work date by faxing to 859-550-2744 or uploading it to the self-service portal at [www.myleavetech.com](http://www.myleavetech.com).

If you will have any restrictions when you return to work, contact Broadspire 2-3 days prior to your return to work date and provide the written restrictions from your healthcare provider indicating what

day you can return to work, what the restrictions are and how long they are expected to be needed. Broadspire will work with T-Mobile to determine if your restrictions can be met.

## While You're On Leave

### *Intermittent Leave*

- Communicate with your manager when your absence is related to your intermittent leave of absence, including your leave case number. Leave of absence call-outs may only be used when the absence is related to your leave of absence.
- **Report Time Away to Broadspire:** Any time related to intermittent time away needs to be reported to Broadspire in order to be considered related to your intermittent claim. You can call into Broadspire at 877-222-8705 or you can log onto the portal at [www.myleavetech.com](http://www.myleavetech.com) to enter the intermittent time taken.
- **Enter Time Away in Kronos:** You must also report your time away from work in Kronos as either PTO or Unpaid Time Off. If you have PTO available, you must use PTO before using unpaid time off.  
**Note:** The intermittent leave codes have been removed from Kronos.

### *Continuous Leave—Compensation*

- **Short Term Disability Benefits:** You may be eligible for partial income replacement if you're on a continuous leave for your own health condition. A short term disability claim can be created at the same time you initiate your continuous leave of absence with Broadspire. Notify Broadspire if you would like to exhaust your PTO prior to receiving any eligible short term disability pay. Once approved, your short term disability payment will be paid out through T-Mobile payroll. This could be one or more payroll cycles behind.
- **Benefit Premiums:** You will continue to have benefit deductions (such as medical, dental, vision insurance, voluntary benefits, voluntary life insurance, etc.) taken out of your bi-weekly paycheck. If you are not receiving payment (STD, Paid Parental Leave Plan, Military, PTO, sales incentives, or other payments), then any missed benefit deductions will be deducted when you return to work through the Deductions in Arrears process. Dollar thresholds have been designated for each benefit deduction to minimize financial hardships as you get caught up on your missed deductions.

In addition, keep in mind:

- Your FSA card (if applicable) will remain active while you are on a leave of absence.
- 401(k)/ESPP deductions will not be taken from your short term disability pay.
- If you're enrolled in Dependent Care FSA, you will not have Dependent Care FSA deductions taken during leaves of absence and are ineligible to submit dependent care expenses incurred during the leave of absence per IRS guidelines.
- If you receive the Childcare Subsidy benefit, you will not receive subsidy contributions during your leave of absence. Any missed contributions will be funded on the first day of the month following your return from leave

**Note:** If you want to make changes to your benefits during your leave, review the [Benefits Changes While on Leave FAQs](#).

