

Leave of Absence

Manager Checklist

Staff members may be entitled to take leaves of absences for various reasons and lengths of time. This manager checklist is a resource for people managers in the U.S.

PRIOR TO LEAVE:

- ☐ Direct staff member to contact **AbsenceOne** to discuss options and leave eligibility.
- ☐ Meet with staff member to discuss how to transition work to others.
- ☐ Ensure staff member has submitted expense reports. If not, you are responsible for completing and submitting their reports.
- ☐ For staff with direct reports, ensure they delegate their Workday tasks to the appropriate person. Reference **Move Workers** guide.

KEY CONTACTS

HR Connect

Contact for HR related questions and Leave escalations.

HRConnect@amgen.com

805-447-1111

DAY 1 OF LEAVE:

- ☐ **IMPORTANT:** You will receive email notifications from AbsenceOne with your staff member(s) leave status (i.e. new claim has been submitted, anticipated return to work dates, etc.). The email will include an online self-service tool that you can use to check the status of your staff member.
- ☐ Remove staff on leave from group communications.
- ☐ Communicate leave of absence to team (without sharing specific reasons).
- ☐ If your staff member has direct reports, Workday and Concur tasks will be delegated to you for your review and approval.

ON STAFF MEMBERS FIRST DAY BACK:

- ☐ **Confirm your staff members return to work date with AbsenceOne.** They will reach out via email.
- ☐ Recommended: Hold a 1:1 call/meeting with staff member upon return from leave to help them ease back into work.

MANAGER TIPS

- While staff member is on leave, they should not be contacted.
- No personal information should be shared. If asked, simply say that member is "out on a leave of absence".
- If staff raise issues related to their medical condition, direct them to AbsenceOne or Occupational Health.
- Staff on leave may **not** do any work during their leave and will lose access to Amgen systems.
- Avoid probing for a staff members return to work plans.

Please review the **Leave of Absence** and **Absence from Work** policy on MyAmgen.