

### For Employees with Waste Connections Benefits:

#### Place the Employee on a Leave of Absence:

Employee or Manager Must Call Cigna at 855-557-0676

1. Once reported to Cigna, Workday will be updated with the leave information within 48-hours
2. If Cigna denies the leave, the employee will be on an unapproved leave.

**Remember:** The employee will not be able to swipe at the timeclocks while on a continuous leave.

#### Return an Employee from a Leave of Absence:

Employee or Manager Must Call Cigna at 855-557-0676 to report the return from work date.

1. The manager must also email the Benefits team at [Benefits@wasteconnections.com](mailto:Benefits@wasteconnections.com) to report the employee's return-to-work date.
2. Once the employee is cleared to return to work and notifies Cigna, Workday will be updated. Files are sent daily to update employee statuses.
3. Once Workday is updated, the employee will be able to swipe at the timeclocks again
4. If an employee is on an unapproved leave, Cigna no longer tracks the leave. The manager and employee will need to coordinate with their regional HR manager to approve the return to work. Once it is approved, the HR manager will notify the Benefits Department to update Workday.

**Remember:** the employee must contact Cigna regarding their return

prior to coming back to work. If they try to return without Cigna approval, they will not be able to clock in until Cigna provides return to work approval.

#### View an Employee's Leave or Pending Leave:

From the Team Time Off worklet:

1. Click **On Leave** under View.
2. Enter your organization in the Organizations field.
3. Enter additional report criteria for Include Subordinate Organization, Start Date, End Date, Include Workers Returned from Leave, or Include Pending Events (optional).
4. Click **OK** to run the report.

#### Entering Sick/Vacation Time While on a Leave of Absence

Please refer to the "Time Tracking: Manage Your Team's Timesheets" Job Aid.

### For Employees with Progressive Waste Benefits:

To report a leave for yourself or one of your employees, please call the Waste Connections Benefits Team at 877-590-0083, option 4, then option 5. Progressive employees must also email the Benefits team at [Benefits@wasteconnections.com](mailto:Benefits@wasteconnections.com) to initiate the paperwork required for a leave. They are required to do so until June 1, 2017, at which point they will follow the Waste Connections' leave process.