



## Atrium Health

### Leave of Absence Checklist

- Complete and sign the Request for Leave form and fax to Leave Administration at (704) 446-6624, or email to [HRLeave@atriumhealth.org](mailto:HRLeave@atriumhealth.org)
- Take the Certification of Healthcare Provider form to your healthcare provider to complete
- Verify the Certification of Healthcare Provider form has been completed and received by Leave Administration
- If applicable, contact MetLife at 1 (800) 421-7014 to apply for Short-Term Disability no earlier than 30 days before your leave begins
- Submit any leave updates from your provider whenever changes occur to the original start date or length of leave
- Complete and send in the Fitness for Duty Certification to Return from Leave form and/or the Return from Family Care Leave form, based on the type of leave taken, at least three days prior to returning from your leave
- If any changes need to be made to your benefits, reach out to Benefits Administration at (704) 631-0263 within 30 days of your return to work

For any questions regarding your leave, or the leave process in general, please contact Leave Administration at (704) 631-0262, or email [HRLeave@atriumhealth.org](mailto:HRLeave@atriumhealth.org)