

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 members to contact **Reliance Matrix** 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 escalations.

HRConnect@amgen.com

805-447-1111

DAY 1 OF LEAVE:

- IMPORTANT:** If this is your first time with a staff member going out on leave, you will receive an email from Reliance Matrix to create an account. **You will be able to view and receive updates on your staff members leave status.**
- 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.
- Remove staff on leave from group communications.

ON STAFF MEMBERS FIRST DAY BACK:

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

MANAGER TIPS

- 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 Reliance Matrix 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.