

## Leave of Absence

### Staff Member Checklist

#### PRIOR TO LEAVE

- Notify **Reliance Matrix** of your upcoming leave, at least **30 days prior** to your leave.
- Notify your manager of your expected leave as soon as possible. You do not need to disclose any personal health information.
- Submit your timecard, expense reports, approve/re-route/escalate purchase orders, and all other systems related tasks.
- To obtain paper copies of your pay stubs, you will need to update your pay slip delivery method in Workday (Pay > Pay slips > Change pay slip printing election)
- Set up out of office email and voicemail.
- If you have direct reports, you will need to delegate your workday inbox to the appropriate person in the interim. Reference **Move Workers** guide.
- Verify and update** your personal information in Workday (i.e. phone, personal email, etc.)

#### KEY CONTACTS

##### Reliance Matrix

Main point of contact for leave-related questions.

[www.matrixabsence.com](http://www.matrixabsence.com)

877-202-0055

##### HR Connect

Contact for HR related questions and escalations.

[HRConnect@amgen.com](mailto:HRConnect@amgen.com)

805-447-1111

##### Amgen Benefit Center

Contact for Amgen benefit questions at 800-97-AMGEN.

#### DURING LEAVE

- ON DAY 1:** Access to the Amgen network will be disabled, including pay information.
- Keep your Reliance Matrix Claim Examiner informed about your date changes (i.e. expected return to work early, extension of leave)
- If applicable, add your baby or adopted child to your health insurance **within 31 days of birth** by calling Amgen Benefit Center.

#### RETURNING FROM LEAVE

- Before returning to work, **a medical release form is required** at least 2-days prior to your anticipated return to work date. This should be sent to your Claim Examiner.  
*Note: this form is NOT required for staff members returning from Parental Leave, unless you are a mother returning before your short-term disability period ends.*
- Once returned, full access may take up to 24 hours to process. This cannot be expedited.
- If you no longer wish to receive paper copies of your pay stubs, you can update your delivery method in Workday (Pay > Pay slips > Change pay slip printing election)

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