

Leave of absence guide



Our company offers leaves of absence to support you when you need time away from work. This guide will help you understand the steps you need to take and how your pay and benefits are affected.

Leaves are available for a variety of reasons — for your own illness or injury, for pregnancy or recovery from childbirth, to care for a family member, or to take time off beyond PTO or ETO.

Our leave administrator, Tristar, handles these types of leave:

- Medical
- Parental
- Family care
- Military
- Personal
- Sabbatical

Additional leave programs

We also offer time off for bereavement, jury and witness duty, voting, blood donation, and any other type of leave provided by applicable local law.

These leaves are not administered by Tristar. See the [U.S. Employee Handbook](#) for information on these programs.

Applying for leave

If you will be absent for more than five consecutive business days, you must apply for a leave of absence. Contact Tristar to request a leave:

- 844-702-2352
- [Company.ess-absencetracker.com](https://company.ess-absencetracker.com)
- LOA@tristargroup.net

Call or email Tristar at least 30 days before you expect your leave to start. If you are not able to give 30 days' notice, contact Tristar as soon as possible.

Tristar will provide the forms you need to complete, and they will notify your manager and HR (People Partner and Benefits) of your request for leave.

If you are eligible for short-term disability benefits for a medical or pregnancy disability leave, you must apply for short-term disability pay through Aflac.

Call Aflac at 800-206-8826 or log in to mygrouplifedisability.aflac.com to manage your claim or send a message. You must also apply for any applicable state disability pay. Contact Tristar to learn how to apply for state disability benefits.

Employees may also be eligible for leave under the federal Family and Medical Leave Act (FMLA) and applicable state law, such as in California, Massachusetts, or New York. FMLA and state leaves run simultaneously.

Company complies with all applicable leave laws. For information on federal and state leave laws, contact Tristar at 844-702-2352 or LOA@tristargroup.net, or through [Company.ess-absencetracker.com](https://company.ess-absencetracker.com).



You are responsible for making sure all paperwork is submitted by the deadlines Tristar provides. This includes the medical certification from your doctor, if applicable. If you miss a deadline, your leave approval and/or pay may be delayed.

If you don't apply for leave and complete all requirements in a timely manner, you may be subject to disciplinary action and termination per the excessive absenteeism provision outlined in the [U.S. Employee Handbook](#).

Need help? Tristar is your #1 resource for leave questions:

- 844-702-2352
- [Company.ess-absencetracker.com](https://company.ess-absencetracker.com)
- LOA@tristargroup.net

To apply for short-term disability benefits, call Aflac at 800-206-8826.

Your manager or HR can also help you navigate the leave process and answer questions.

For leave policies and information on state and local leaves, see the [U.S. Employee Handbook](#).

During your leave

While you are away, Tristar will keep in contact with you and notify you when information is needed.

Pay

Eligibility for pay during your leave depends on the reason for your leave. Refer to the section in this guide on your specific leave type for details.

Any top-up pay you are eligible for will be calculated using your regular base pay. Disability benefits are calculated using base pay, bonuses (if eligible and paid in cash), and commissions (if you are a commission-eligible Employee) over the last 24 months. If you have worked for less than 24 months, the lookback period will start with your date of hire.

Variable pay for leaves over 30 days is paid in arrears on the second payroll of each month. To further understand how variable pay and commissions are affected while on leave, refer to the [FAQs](#) and the [Rules of Engagement](#). For details, contact commissions@ourcompany.com. If you are bonus-eligible, your bonus may also be affected. For details, contact compensation@ourcompany.com.

Your delay may impact your pay. Our company will not provide any pay until your leave is approved — submit all required paperwork as soon as possible to avoid delays in payments. The timing of payments from your state, if applicable, are determined by the state and may be delayed.

Benefits

- **Health and life insurance** coverage generally continues for up to six months while on approved leave. (Military and personal leaves have different benefits continuation policies, refer to those sections for details.)
Your regular premiums will be deducted from any top-up pay you receive. If you do not receive any top-up pay, the amount you owe will be deducted from your paychecks after you return to work.
- **ESPP and 401(k)** deductions will continue while you are receiving top-up pay.
- **RSU vesting** will be suspended if you are on unpaid leave (not receiving top-up pay, PTO, or any other-administered pay) for more than 60 days. Vesting will resume on the standard quarterly vesting date that falls within the quarter you return from leave and work the equivalent number of days that you were on unpaid leave.
- **Dependent FSA** participation is not allowed while on leave.

If you have questions about your benefits while on leave, please contact the following:

- **Medical, dental, and vision:** Benefits at 888-532-5191
- **Life insurance and disability:** Aflac at 800-206-8826
- **401(k):** Fidelity at 800-294-4015 or [401k.com](https://www.fidelity.com)

New baby?



If you are on leave to welcome a new child, congratulations! Be sure to add your child to your benefits within **30 days** of birth or adoption placement. Log in to [BenefitsAtOurcompany.com](https://www.benefitsatourcompany.com) to enroll your child in coverage and provide official documentation (e.g., birth certificate or adoption decree).



Returning to work

Tristar will reach out to you two weeks before your expected return-to-work date. It is your responsibility to confirm your return-to-work date with Tristar at least five days before your leave ends. Tristar will notify your manager, HR, and Payroll. If you are on a medical leave, a return-to-work note must be provided to Tristar before you return. If you have any restrictions, you must contact Tristar to start the workplace accommodations interactive process.

If you return within four business days of the next pay date, your pay will resume the following pay period and include pay from the prior pay period. See the [payroll calendar](#).

If you are unable to return to work as planned, contact Tristar to apply for additional time off.

Medical leave

Medical leave is available when you need time off due to your own serious health condition, such as an illness or injury, or if you are medically unable to work due to pregnancy or recovery from childbirth. (For details on leave for pregnancy and childbirth, see the [parental leave](#) section.) The need for leave must be certified by your physician.

Intermittent leave

When medically necessary, intermittent leave is available for separate periods of absence for the same condition. These are typically short-duration periods of time needed to manage an ongoing condition or attend regular medical appointments. Medical documentation will be required to support the need for intermittent time off.

Employees who are absent on multiple occasions due to the same or related illness must apply for an intermittent leave. ETO cannot be used for intermittent time off; please review the [U.S. Employee Handbook](#) for more details on PTO, ETO, and Company Paid Sick Leave policies.

Pay while on medical leave

You may receive pay from several sources while on medical leave:

- **State disability pay*** is available to eligible employees working in certain states. The state determines the percentage of pay you receive, how long benefits last, and whether benefits are taxed. Tristar will advise you on applying for state disability benefits, if applicable.
- **Short-term disability pay** through Aflac is available to employees working 20+ hours per week. Short-term disability replaces 66% of your eligible pay (up to \$2,887 per week), reduced by any state disability pay. You must apply through Aflac to receive short-term disability pay and any pay received is taxable.

- **Company top-up pay** is available to employees working 20+ hours per week. We will top up state and/or short-term disability pay to total 100% of eligible pay for up to eight weeks of disability in a rolling 12-month period. Benefits are taxable and payments are made by the company.

Here's how these different sources of pay coordinate with your leave:

Leaves of absence (job protection)	Federal Family and Medical Leave Act (FMLA) protects employment for up to 12 weeks; additional job-protected state leave may be available	
	Medical leave covers time away to care for your own illness or injury	
Weeks	1-8	9-12
Pay while on leave	100% of eligible pay for up to 8 weeks through state disability (if available), short-term disability, and Company top-up pay	66% of eligible pay through state disability (if available) and short-term disability, up to \$2,887 per week. Additional benefits may be available if you are disabled longer than 12 weeks. Refer to the FAQs for more information.

Example: Luisa is having knee surgery and she works full-time in California. Her doctor certifies that she will need six weeks off for surgery and recovery.

Luisa is eligible for a medical leave (including FMLA and California state leave). She will receive 100% of eligible pay for the full six weeks of her approved leave through a combination of California disability, short-term disability, and top-up pay.

* California Employees, please refer to the [FAQs](#) for details on the California VDI Plan.

Parental leave

Our company offers parental leave to help you take care of your growing family – whether you give birth, adopt, or foster a child. Our parental leave program has two components:

- **Pregnancy disability leave** for birthing parents, and
- **Bonding leave** for birthing and non-birthing parents.

Pregnancy disability leave

Pregnancy disability leave is available to birthing parents while medically unable to work due to pregnancy and recovery from childbirth – typically eight weeks. The need for leave must be certified by your physician.

Pay while on pregnancy disability leave

You may receive pay from several sources while on pregnancy disability leave:

- **State disability pay*** is available to eligible employees working in certain states. The state determines the percentage of pay you receive, how long benefits last, and whether benefits are taxed. Tristar will provide you with a state disability claim form, if applicable.
- **Short-term disability pay** through Aflac is available to employees working 20+ hours per week. Short-term disability replaces 66% of your eligible pay (up to \$2,887 per week), reduced by any state disability pay. You must apply through Aflac to receive short-term disability pay and any pay received is taxable.
- **Our company pregnancy top-up pay** is available to employees working 20+ hours per week. We will top up state and/or short-term disability pay to total 100% of eligible pay for up to eight weeks of pregnancy disability in a rolling 12-month period. Benefits are taxable and payments are made by the company.

Short-term disability pay through Aflac and company top-up pay are only available for the period of time your physician certifies that you are medically unable to work (generally two weeks pre- and six weeks post-partum). If you work up until your delivery date, you would only be eligible for the six weeks of post-partum pay.

If your pregnancy disability extends beyond eight weeks (such as in the event of complications, bed rest, or a caesarean delivery) company-top up pay will end. You may be eligible for continued state disability and/or short-term disability pay for the period of time your physician certifies that you are medically unable to work.

Bonding leave

Bonding leave provides up to 12 weeks off to care for and bond with your new child following birth, adoption, or foster care placement. This leave is available to birthing and non-birthing parents.

Bonding leave can be taken all at once or intermittently, but must be taken within 12 months of the child's birth, adoption, or foster care placement. Intermittent leave must be taken in at least two-week increments (unless applicable state law allows for shorter increments).

* California Employees, please refer to the [FAQs](#) for details on the California VDI Plan.



Pay while on bonding leave

You may receive pay from several sources while on bonding leave:

- **State paid family leave*** is available to eligible employees working in certain states. The state determines the percentage of pay you receive, how long benefits last, and whether the payment is taxed. Tristar will provide you with a state family leave claim form, if applicable.
- **Our company bonding top-up pay** is available to employees working 20+ hours per week. We will top up any state family leave pay to total 100% of eligible pay for up to 12 weeks in a rolling 12-month period. Benefits are taxable and payments are made by the company.

Company personal leave

Personal leave may be used to extend parental leave. Approval from your manager and your People Partner is required. See the [personal leave](#) section for more information.

* California Employees, please refer to the [FAQs](#) for details on the California VDI Plan.

Coordination of pay for birthing parents

Here's how different sources of pay coordinate with your parental leave if you are a birthing parent:

Leaves of absence (job protection)	Federal Family and Medical Leave Act (FMLA) protects employment for up to 12 weeks; additional job-protected state leave may be available																			
	Pregnancy disability leave covers time away for pregnancy disability and recovery from childbirth (typically 8 weeks)								Bonding leave provides 12 weeks of time off to care for and bond with your baby											
Weeks	1*	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Pay while on leave	100% of eligible pay while on pregnancy disability leave (typically 8 weeks) through available state disability, short-term disability, and Company pregnancy top-up pay								100% of eligible pay while on bonding leave, up to a maximum of 12 weeks, through state benefits (if available) and Company bonding top-up pay. Note: Length of available bonding pay varies depending on the length of disability. Company top-up pay is limited to a maximum total benefit of 20 weeks for pregnancy disability and bonding combined.											

* The first week of pregnancy disability leave is 100% paid by Company during the short-term disability waiting period.

Coordination of pay for non-birthing parents

Here's how different sources of pay coordinate with your parental leave if you are a non-birthing parent:

Leaves of absence (job protection)	Federal Family and Medical Leave Act (FMLA) protects employment for up to 12 weeks; additional job-protected state leave may be available											
	Bonding leave provides 12 weeks of time off to care for and bond with your child											
Weeks	1	2	3	4	5	6	7	8	9	10	11	12
Pay while on leave	100% of eligible pay while on parental leave, up to a maximum of 12 weeks, through state benefits (if available) and Company bonding top-up pay											

Parental leave examples



Charli is a full-time employee in Texas who is having a baby. Charli's doctor has certified the expected due date and that there are no pregnancy complications.

Charli is eligible for eight weeks of pregnancy leave (up to two weeks pre- and six weeks post-partum) followed by 12 weeks of bonding leave, for a total of 20 weeks. **Charli will receive 100% of pay for the full 20 weeks of approved leave through a combination of short-term disability and Company top-up pay.**

If Charli works up to the baby's delivery date, Charli will be eligible for six weeks of pregnancy leave post-partum followed by 12 weeks of bonding leave, for a total of 18 weeks at 100% pay.

If Charli has pregnancy complications and is certified as medically unable to work longer than eight weeks (such as in the event of bed rest or a caesarean delivery), Charli may be eligible for extended pregnancy leave followed by 12 weeks of bonding leave. However, Charli will only receive 100% of pay for a maximum of 20 weeks. Charli may be eligible for continued state disability and/or short-term disability pay.



Sam is a full-time employee in New York. Sam and their partner are planning to adopt a child.

Sam is eligible for 12 weeks of bonding leave (including FMLA and New York state leave), which can be used up to 12 months from the child's adoption placement date. Sam has decided to take six weeks of bonding leave when the child arrives and another six weeks when their partner returns to work a few months later.

Sam will receive 100% of pay for all 12 weeks of bonding leave through a combination of New York state paid family leave and Company top-up pay.



Family care leave

Family care leave through the federal Family and Medical Leave Act (FMLA) is available when you need time off to care for an eligible family member such as your spouse, domestic partner, child, grandchild, or parent.

To be eligible for family care leave, you must work for Company at least 12 consecutive months prior to the start of the leave and you must have worked at least 1,250 hours during the 12-month period preceding the leave. Eligible Employees may take up to 12 weeks of family care leave in a rolling 12-month period. (If you have not met the eligibility criteria you may be eligible for a personal leave – contact Tristar for details.)

Pay while on family care leave

Family care leave is generally unpaid. Non-exempt employees can use accrued PTO to receive pay while on approved leave (you will need to request the PTO through Workday). Exempt employees cannot use ETO; the leave will be unpaid. Please also review the [U.S. Employee Handbook](#) for more details on PTO, ETO, and Company Paid Sick Leave policies.

Depending on your location, you may be eligible for state-provided paid family leave.

Military leave

Military leave through the Uniform Services Employment and Reemployment Rights Act (USERRA) and any applicable state leave is available when you need time off for military service.

Company complies with USERRA and all applicable state laws governing absence from work due to military service.

Upon completion of military leave, Employees will be reinstated into their former position or another position of equal pay and status.

Pay and benefits while on military leave

The first 30 days of active-duty military leave will be paid at your full eligible pay, less any regular military compensation (RMC). Military leaves beyond 30 days will be unpaid. Non-exempt employees can use accrued PTO to receive pay while on approved leave (you will need to request the PTO through Workday). Exempt employees cannot use ETO; the leave will be unpaid.

You may continue health insurance coverage while on military leave for up to 24 months if you continue to make your premium payments while on leave. Life and disability insurance cannot be continued during military leave. See the [benefits during leave](#) section for information on other benefits while on leave.

Qualifying military exigency leave

Eligible employees can use up to 12 weeks of unpaid FMLA leave to help manage the affairs of a service member or a service member's family before, during, or after deployment. Leave is available for short-notice deployment, military events, childcare and school activities, financial and legal arrangements, counseling, and post-deployment activities.

Eligible Employees can take up to 26 weeks of unpaid FMLA leave to care for a family member who is wounded while serving in the military.

If you are the spouse or domestic partner of a member of the National Guard or Reserves, you are eligible for up to 10 days of leave paid at 100% of your eligible pay while your spouse or domestic partner is on home leave from active military deployment during a period of military conflict.





Personal leave

Personal leave may be available if extenuating circumstances require you to be away from work for more than five consecutive business days, but you are not eligible for a leave under federal or state leave laws.

A personal leave requires approval from your manager and your People Partner. Personal leave is granted at the discretion of Company.

Pay and benefits while on personal leave

Personal leave is generally unpaid. Non-exempt employees can use accrued PTO to receive pay while on approved personal leave (you will need to request the PTO through Workday). Exempt employees cannot use ETO; personal leave will be unpaid. Please also review the [U.S. Employee Handbook](#) for more details on PTO, ETO, and Company Paid Sick Leave policies.

You may continue health, life, and disability insurance coverage while on personal leave for up to 30 days if you continue to make your premium payments while on leave. See the [benefits during leave](#) section for information on other benefits while on leave.



Sabbatical

Sabbatical leave provides up to four weeks to rest, relax, and recharge. Sabbatical leave is available to Employees with at least seven years of continuous service (excluding any internship period) who are considered in good standing. After the initial seven-year eligibility requirement, sabbatical leave is available every five years. You have five years after you meet each eligibility requirement to take that sabbatical, before you become eligible for your next sabbatical.

A sabbatical leave requires approval from your manager and at least 90 days' advance notice. Sabbatical leave is granted at the discretion of the company. Sabbatical leave may not be combined with any other leave. You must return from sabbatical before taking PTO, ETO or any other leave.

Pay while on sabbatical leave

We will provide 100% of your eligible pay for up to four weeks (28 calendar days) of sabbatical leave. Benefits are taxable and payments are made by the company. Unused sabbatical will not be paid out upon separation from the company.

Please note, PTO or ETO cannot be used to extend sabbatical leave before or after your requested time off.

Applying for and taking leave

How do I apply for leave?

Contact Tristar at 844-702-2352 or LOA@tristargroup.net, or through Company.ess-absencetracker.com, at least 30 days before you expect your leave to start. If you are unable to provide 30 days' notice, contact Tristar as soon as possible.

Tristar will provide the forms you need to complete, and notify your manager and HR of your request for leave. However, it is always your responsibility to keep your manager informed of an anticipated leave.

How do I know my leave is approved?

Tristar will notify you of your leave status, including your leave approval and expected return-to-work date. If you have questions regarding your leave status, contact Tristar.

What happens if I stop working before my leave is approved?

You are responsible for making sure all paperwork is submitted by the deadlines Tristar provides. This includes the medical certification from your doctor, if applicable.

If you don't apply for leave and complete all the requirements in a timely manner, you may be subject to disciplinary action, up to and including termination.

Pay and benefits while on leave

Will I get paid while I am on leave?

Eligibility for pay during your leave depends on the reason for leave:

- For medical or pregnancy disability leave, you must apply for short-term disability pay through Aflac by calling 800-206-8826. Short-term disability is paid directly from Aflac, up to a maximum of 26 weeks of disability.

You must also apply for any applicable state disability pay (including California VDI). Contact Tristar at 844-702-2352 or LOA@tristargroup.net, or through Company.ess-absencetracker.com, to apply for state disability. Depending on your state, disability will either be paid directly from the state or from Tristar.

If your disability continues beyond 26 weeks, you may be eligible for long-term disability benefits. Tristar will provide more information if you remain disabled when short-term disability benefits end.

- For medical, pregnancy disability and bonding leave, you may also be eligible for top-up pay. Contact Tristar to apply. Top-up pay is paid through payroll.
- For military or sabbatical leave, Tristar will coordinate your pay. Military and sabbatical leave pay is paid through Company payroll.
- For family care or personal leave, you can request to use accrued PTO through Workday. Exempt employees cannot use ETO while on leave. Depending on your location, you may be eligible for state-provided paid family leave. Please review the [U.S. Employee Handbook](#) for more details.

When will my leave pay start?

We will not provide any pay until your leave is approved. Once your leave is approved, pay you are eligible to receive will begin, and will include any retroactive pay you are entitled to.

Can I use PTO or ETO while I'm on leave?

If you are taking an unpaid leave such as family care or personal leave, you can request to use accrued PTO through Workday. Exempt employees cannot use ETO while on leave, and ETO cannot be used to extend a leave.

What is California Voluntary Disability Insurance (VDI)?

California VDI is a state disability and paid family leave program that replaces 70% of your weekly earnings, up to \$1,681 per week, if you are unable to work as a result of your own disability or to care for an eligible family member. The program is administered through Tristar.

You pay the cost of California VDI through payroll taxes and benefits you receive under the program are not taxed. Coverage is automatic for California Employees, unless you reject coverage in writing and choose to be covered under the California Employment Development Department (EDD) instead.

More information is available at [BenefitsAtOurcompany.com](https://www.benefitsatourcompany.com), in the Reference Center under Disability Plan Details.

To apply for VDI benefits, contact Tristar at 844-702-2352 or LOA@tristargroup.net, or through [.ess-absencetracker.com](https://www.ess-absencetracker.com).

Will I receive variable pay while on leave?

If your leave is 30 days or longer, your variable pay will be determined by the Leave of Absence Deal Crediting Policy.

Variable pay example for a 30-day leave:

Annual variable pay: \$91,250 (\$250/day)

Guaranteed variable pay: \$250/day x 30 days x 80% = \$6,000

Final monthly payout:

- If you earn \$4,000 in commissions (less than your guaranteed variable pay), you will receive \$6,000.
- If you earn \$12,000 in commissions (more than your guaranteed variable pay), you will receive \$12,000.

The Leave of Absence Deal Crediting Policy will govern all crediting and final commission amounts paid.

Will I receive credit for deals closed while I'm on leave?

You will receive full credit for deals in the final stage and closed by your manager on your behalf.

Deals worked by another individual while you are on leave will be split according to sales effort, as outlined in the Sales Teaming and Deal Split Policy.

How will commissions be paid while I'm on leave?

Each month you are on approved leave, you will be paid 80% of your monthly target incentive or your actual commissions earned, whichever is higher.

Will my health benefits continue while I am on leave?

Health and life insurance generally continues for up to six months while on approved leave (up to 30 days for personal leave and up to 24 months for military leave). Premiums will be deducted from any top-up pay you receive. If you do not receive top-up pay, the amount you owe will be deducted from your paycheck upon your return.

How do I add my new baby to my health benefits?

You have 30 days from your child's birth or adoption to add them to your benefits. Log in to BenefitsAtOurcompany.com to enroll your child and provide documentation (e.g., birth certificate or adoption decree).

Returning from leave

When my leave ends, do I need to do anything before I return to work?

It is your responsibility to confirm your return-to-work date with Tristar at least five days before your leave ends. You should also contact your manager to confirm your return. If you are on a medical leave, a return-to-work note must be provided to Tristar before you return. If you have any restrictions, contact Tristar to start the workplace accommodations interactive process.

What happens to my pay when I return to work?

If you return within four business days of the next pay date, your pay will resume the following pay period and include pay from the prior pay period.

If you owe premiums for benefits that continued during your leave, they will be deducted from your paycheck after you return to work.

What if I need more time off?

If you are unable to return to work as planned, contact Tristar at 844-702-2352 or LOA@tristargroup.net to apply for additional time off.

Employee responsibilities and resources

What happens to my system access while I'm on leave?

Though you will continue to have system access, it can be disabled at the sole discretion of the company. Employees are not allowed to work while on a leave of absence.

What should I do if I have changes to my leave?

Contact Tristar at 844-702-2352 or LOA@tristargroup.net to report any changes to your leave.

Do I need to notify my manager of my leave?

Yes. It is your responsibility to keep your manager informed of your anticipated leave and return to work.

Who should I contact if I have questions while I am on leave?

- Leave questions, contact Tristar at 844-702-2352 or LOA@tristargroup.net
- Disability benefits, call Aflac at 800-206-8826
- Medical, dental, and vision benefits, call Benefits at 888-532-5191
- Life insurance, call Aflac at 800-206-8826
- 401(k), call Fidelity at 800-294-4015 or visit 401k.com

Manager responsibilities and resources

How do I know if my employee needs to apply for a leave?

If your employee will be absent for more than five consecutive business days, they must apply for a leave of absence by contacting Tristar at 844-702-2352 or LOA@tristargroup.net, or through .ess-absencetracker.com.

They should apply for leave 30 days in advance, or as soon as possible if the need for leave is unforeseeable.

Tristar will determine their eligibility for leave and provide all the paperwork your employee needs to apply for leave and, if applicable, disability and top-up pay.

How do I know if my employee's leave is approved?

Tristar will notify you and HR on the status of your employee's leave request. If you have not been notified, you can contact Tristar directly at 844-702-2352 or LOA@tristargroup.net. It is also your employee's responsibility to keep you, as their manager, informed of their anticipated leave and return-to-work date.

Is my employee paid while on a leave of absence?

Eligibility for pay depends on the reason for the leave. Tristar will advise your employee of all the pay options they are eligible for, which may include short-term disability, state disability (if available), top-up pay, and any other applicable pay programs, and will provide them with instructions on how to apply.

Your employee's delay may impact their pay. We will not provide any pay until the employee's leave is approved – it is important they contact Tristar and submit all required paperwork as soon as possible to avoid delays.

How do I know when my employee will return to work?

Tristar will notify you when your employee's return-to-work date is approaching. It is also your employee's responsibility to keep you, as their manager, informed of their anticipated return to work. If your employee has not contacted you, you may reach out to them directly to confirm their return-to-work plans and coordinate scheduling details.

What if my employee needs more time off?

If your employee is not able to return to work, they must contact Tristar at 844-702-2352 or LOA@tristargroup.net to request additional time off.