



## LEAVE OF ABSENCE (LOA) Check-list

- Make sure that your Application package is complete.
- Make sure that you have included the appropriate supporting documentation.
- If the LOA is for Pregnancy, Personal Health, or a family member's health, please make sure that the Medical Certificate has been completed by the appropriate healthcare professional – your treatment provider for a Personal Health LOA, or the healthcare professional who is treating your family member.
- Send the Application package to CBML within 15 business days of receiving it.
- If your request for an intermittent LOA is approved you must contact CBML to notify them of each absence.
- If no Return to Work date has been provided to CBML, you are responsible for maintaining contact regarding your intent to return to work. This may be done by phone, email, or fax.
- Make sure you understand how benefits work in your province. You will be responsible for paying premiums while on unpaid LOA, as Michaels can't do this by withholding an amount from your pay. Call Michaels Team Member Services at 1-844-636-9622 for information on how to pay your premiums.
- If you wish to return to work earlier than the date you originally provided, call CBML at 1-844-636-9622 to find out how. Depending on what type of LOA you were on you may have to provide a medical certificate indicating that you are fit to return to work without risk to your health.
- If you are not able to return to work at the end of your authorized LOA, call CBML at 1-844-636-9622 to request an extension. It is your responsibility to provide the appropriate supporting documentation to CBML before your request will be considered.
- Before returning to work, if you have been on a Personal Health LOA, you may be required to provide a "Release-to-Return-to-Work" Form" completed by the appropriate healthcare provider.

If you have any question, please call CBML at **1-844-636-9622**.