

## Absence: Returning from a Leave of Absence

### REQUESTING TO RETURN FROM MY LEAVE OF ABSENCE

For **medical, personal, educational and military leaves of absence**, you must work with New York Life to process your return to work whether you are returning full-time or on a reduced schedule.



**NOTE:** If your **Geisinger System Access (including Workday Access)** has been inactive for greater than 90 days, you will need to call the **Service Desk at 570-271-8092** to have access reinstated.

### HOW TO SUBMIT MY REQUEST

#### THROUGH NEW YORK LIFE

1. You should be communicating with New York Life throughout your entire leave of absence.
2. Once you are cleared to return to work by your physician, you will **need to notify New York Life and your Manager**.
3. From there, your record in Workday will be updated.
4. The Return to Work form must be completed by your provider, submitted to your Manager/Supervisor and emailed to [ReturnToWork@Geisinger.edu](mailto:ReturnToWork@Geisinger.edu) at least 2 business days prior to the return to work date. Do not include Personal Health Information (PHI) on this form.
5. If your provider indicates the new for a return to work with restrictions, New York Life will reach out to Geisinger to determine if reasonable accommodations can be made for you to return to work.

## Important Contacts

### New York Life

Tel: 888-842-4462  
[mynylgbs.com](http://mynylgbs.com)

### Accommodations

Tel: 570-214-7234  
[accommodationsada@geisinger.edu](mailto:accommodationsada@geisinger.edu)

### Employee Assistance Program

888-327-4623  
[guidanceresources.com](http://guidanceresources.com)

### Care.com

855-781-1303  
[geisinger.care.com](http://geisinger.care.com)