Hello!

Please complete the Leave of Absence Intake Form in full and return to [askHR@mortenson.com](mailto:askHR@mortenson.com) 2 weeks before the start date of your leave. If you are already off work, please return within 2 business days. If any information below changes, please notify the HR Service Center at [askHR@mortenson.com](mailto:askHR@mortenson.com) or call 800.780.0642 so we can ensure your paycheck and leave information is accurate.

Please carefully review the leave of absence guide for more information: [Craft Disability Leave Guide](https://mortenson.sharepoint.com/sites/intranet/hr/HR%20Documents/Forms/Services.aspx?sortField=Modified&isAscending=false&id=%2Fsites%2Fintranet%2Fhr%2FHR%20Documents%2FNon%2DUnion%20Craft%20Leave%20Guide%2Epdf&viewid=bf370e66%2De818%2D46a6%2D8b51%2Dcfbf61fa0c3e&parent=%2Fsites%2Fintranet%2Fhr%2FHR%20Documents)

Please know under HIPPA regulations, you are not required to disclose any medical information to Mortenson’s HR Service Center.

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| **Leave of Absence Information** | |
| **Team Member Name** |  |
| **Team Member #**  (Can be found on your pay stub) |  |
| **Today’s Date** |  |
| **What is the reason for your time off work?** | My Own Health Condition (i.e. surgery, illness, etc.)  Maternity Leave  Other (please state reason): |
| **Last Day Worked** |  |
| **Start Date of Leave**  (i.e. surgery date, due date) |  |
| **Estimated Return to Work Date** |  |
| **What is the best way to contact you while you are off work? Please provide phone number and/or email.** |  |

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| **Pay Information** | |
| **WEEK 1 / ELIMINATION PERIOD** | |
| If approved, the paid part of short-term disability (STD) begins on calendar day 7 off work. Your first 5 business days off work are considered the elimination period and you will not receive STD pay for these days. | |
| **Do you want to use PTO during your unpaid STD elimination period?** | Yes. Please work with your manager/project site to submit these PTO days for you.  No, I want to go unpaid. |
| **WAITING FOR STD APPROVAL** | |
| It can take a few weeks for New York Life (NYL) to approve your STD claim. It depends when you file your claim, when your doctor sends sufficient medical documentation, and when CLS reviews the documentation. To ensure you receive a paycheck, your manager can submit accrued and unused PTO until your STD is approved. | |
| **Do you want the project site/manager to submit PTO until your STD is approved?** | Yes. Please let your manager know.  No |