

How To Submit a Leave of Absence

Use the information below for an overview of the leave of absence process and resources available to you.



A leave request can be submitted for the following reasons:

- Your own serious health condition
- To care for a family member with a serious health condition
- Parental Bonding Leave
- Military Leave

Types of Leave:

- **Continuous Leave (All at once):**
 - Leave taken in one continuous block of time.
 - For example: An employee takes off 6 weeks for surgery and recovery.
- **Intermittent Leave (Break it up):**
 - Leave taken on a reduced schedule or leave taken in pieces at a time.
 - For example: To attend appointments, treatments, or to manage illness flare-ups.



Total Absence Management (TAM) is our 3rd party leave administrator.

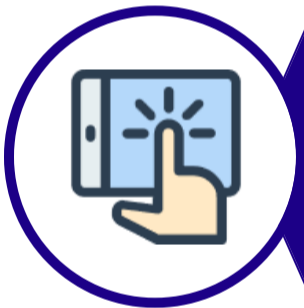
For questions regarding your leave status or any details related to your leave, contact TAM directly at 1-855-287-3420.

Monday through Friday: 8am – 5pm CST
Saturday: 7am – 4pm CST



Notify Your Manager

Reach out to your direct supervisor for potential leave needs.



Open a Ticket

To notify HR, please submit an Ask HR ticket through the HR portal. Use the topic Leave of Absence.



Submit Your Request

You can submit your leave in Vantage or by calling TAM.

- Vantage > Menu > Leave > Request leave
- Call TAM directly at 1-855-287-3420



Medical Paperwork*

You have 15 days from the date your leave is requested for the healthcare provider to complete and return the required paperwork, if applicable.

**Only required for medical conditions*



Return Required Paperwork

Once completed, the paperwork should be faxed to TAM at 1-866-568-6444 or the WWT HR Fax line at 1-314-919-1441. Paperwork can also be uploaded through Vantage.



What's Next?

TAM and/or your HR Representative will reach out with the next steps.

Click each icon for additional information regarding leaves of absence.

