





Medical Leave CHECKLIST

	ACTIVITIES	COMPLETE BY:
	Update all contact information in your UltiPro Profile	3 Months before Leave Start Date
	Sign up for an account on Employee Self Service (ESS) at https://genescoinc.ess-absencetracker.com/login . Step by Step instructions can be found on www.BenefitsAtGenesco.com .	1-2 Months before Leave Start Date
	Submit your Leave of Absence Request through Employee Self Service (ESS) at https://genescoinc.ess-absencetracker.com/login Step by Step instructions can be found on www.BenefitsAtGenesco.com .	1-2 Months before Leave Start Date
	Check your Email on file in UltiPro for confirmation that your leave request has been submitted and received.	24-48 Business Hours after request was made
	Check your email on file in UltiPro for Leave Paperwork or additional requests from leave@genesco.com	24-48 Business Hours after confirmation of request is received
	Take Leave Paperwork to your healthcare provider to be completed	Submit to provider ASAP**
	Submit Completed Leave Paperwork through your Employee Self Service (ESS) account at https://Genesco.ess-absencetracker.com/ . Step by Step instructions can be found on www.BenefitsAtGenesco.com .	15 Days from the Date Leave sends it to you
	Request an extension to submit Leave Paperwork from leave@genesco.com if you are unable to meet the 15 day due date	ASAP
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Notify Leave through Employee Self Service (ESS) or send an email to leave@genesco.com to confirm the date you actually begin your Leave of Absence	The date you begin your leave



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	ACTIVITIES	COMPLETE BY:
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Take the Fitness for Duty Form to your Healthcare Provider to be completed	2-3 Weeks before return to work**
	Submit completed Fitness for Duty Form through your Employee Self Service (ESS) account at https://Genesco.ess-absencetracker.com/ . Step by Step instructions can be found on www.BenefitsAtGenesco.com .	48 Business Hours before return to work
	Check your email on file in UltiPro for additional information requests, reminders, and status updates from leave@genesco.com	Weekly for the duration of your leave
	Check your Email on file in UltiPro for clearance to return to work from leave@genesco.com	48 Business Hours after form is submitted
	Notify Leave through Employee Self Service (ESS) or send an email to leave@genesco.com to confirm the date you actually returned to work	The date you return to work

LEAVE PAPERWORK DUE DATE

Date Leave Sent Paperwork

(ADD DATE HERE)

15
DAYS

(YOUR DUE DATE)

**Please be aware that the turn around time to receive completed paperwork from a healthcare provider will vary from office to office. Check with your provider's office regarding their paperwork policy to ensure your paperwork is completed and submitted by your due date.