



### **Eligibility for Leave of Absence (LOA)**

- If you are unexpectedly off work due to unforeseen circumstances or you learn that you will need to be off work for a medical reason (either your own medical condition or because you are needed to care for a family member with a medical condition), you should contact the Employee Service Center (ESC) – 1-877-511-4748 to see if you are eligible for a leave of absence.
- An ESC representative will advise you during your call if you may be eligible for leave and, if so, which type(s) of leave may be available to you.
- If you are eligible for a medical leave of absence, you will be sent a Medical Certification form for your or your family member's health care provider to complete and return. This form may be emailed, mailed, or faxed to you. It is recommended that you provide an email address to receive communications most efficiently and quickly from the ESC as opposed to regular mail through the U.S. Postal Service. If you choose mail, please allow appropriate delivery time from the ESC offices in Las Vegas. Your Department will be notified by email that an LOA request has been made. (If you are eligible for another type of leave, for example, military leave, appropriate request forms will also be sent to you.)
- If you are not eligible for any other type of LOA, you can request a personal leave from your department and/or Human Resources Department. Approval of a personal leave is at the Company's discretion.

### **Approval or Denial of a Medical LOA**

- When you receive your LOA packet, please read the contents carefully and complete the information required on the Medical Certification form. Additionally, you will need to have your health care provider fill the form out **clearly, and completely**. You have 15 calendar days from receipt to complete these forms and return them to the ESC. **Failure to provide complete or clear information in a timely manner may result in the delay or denial of your leave.** You may return forms via email at [esc@caesars.com](mailto:esc@caesars.com), or by fax at 702-794-3385.
- **Processing of these documents takes up to 5 business days.** You will be sent notification by email and/or mail of the outcome of your request (e.g. approved, denied), or informing you if additional information is required. Please allow sufficient mailing time for receipt of your notification. Your department will be notified of your request approval, denial or delay, via e-mail.
- If you are approved for a LOA, your notification will state what type of leave you have been approved for, and the schedule associated with that leave.
- If you are requesting continuous leave, you must notify your department of the pending leave until you are able to request leave from the ESC. Once you notify the ESC, we will be able to properly notify your department of the approximate time you will be out of work.



- If you have requested Intermittent FMLA, you **must** properly notify your department according to the department's usual call out procedure **each time** you have a bona-fide need to use it. You must also **specifically inform your department each and every time when an absence is due to the intermittent FMLA-covered condition** (although you should **not** disclose details regarding any medical condition(s) to your department/supervisor). To avoid confusion, you should simply state, "I am calling in/reporting absence covered by FMLA leave." If you have more than one active intermittent FMLA (for example, one for your own medical condition and one to care for a family member), you should state which leave is being used for each particular absence.
- Clarification or authentication of information on a health care provider's certification and/or recertification of intermittent FMLA leave request may be required where appropriate (for example: the severity of your condition changes causing you to need to miss more time from work than indicated on your certification).
- If you have any questions relating to your leave of absence please call the ESC: 1-877-511-4748

### **Extending a Medical LOA**

- During an approved leave of absence, if a health care provider requires an extension to your original approved block leave, you must email ([esc@caesars.com](mailto:esc@caesars.com)) or fax (702-794-3385) to the ESC appropriate documentation from the health care provider. This may be on the original Medical Certification, a prescription pad, or physician's letterhead.
- **Processing of your leave extension will take up to 5 business days.** You will be sent notification by email and/or mail of the outcome of your request for a leave extension (e.g. approved for same type of medical leave, approved for different type of medical leave or all leave allowance exhausted or other). Your Department will also be notified of the outcome of your request by email.
- If you have exhausted all types of medical leave available to you but are still unable to return to work, you may request a personal leave of absence from your department. Approval of a personal leave is at your department's discretion. You may also speak with property Human Resources about an American's with Disabilities Act (ADA) accommodation, including extension of leave or other forms of accommodation.



### Returning to Work

- When you are ready to return to work (RTW) after block leave for your own medical condition, ***you must email or fax a release to work note from your physician to the ESC.*** Processing of RTW documentation usually occurs within 24 hours of ESC receipt.
- If your health care provider releases you to return to work with restrictions or “light duty,” processing of your return may be briefly delayed while the specific circumstances are reviewed. ESC needs to notify your department and your property Human Resources of the restriction(s) so the Company can determine whether the restrictions can be accommodated. If you have questions about this process, immediately contact your property Human Resources department.
- **Your Department will be notified of your return date by email.** So your department may effectively schedule shifts around your return, **send your RTW to the ESC in a timely manner.** The RTW form in your packet may be used to expedite this process. However, if you submit a doctor note, please **ensure your name is legible and your employee number is included.**
- RTW notes may not be accepted greater than 30 days prior to your return. The ESC strongly suggests you send the RTW no less than 3 days prior to your return to ensure timely release of all payroll and IT systems from LOA.
- If you are returning from an approved leave that was **not** due to your own health condition, you do not need a doctor’s release/RTW note. Instead, you should complete the Employee Return to Work form included in your LOA packet and email or fax to the ESC at least 3 days (but no sooner than 30 days) prior to your return.
- Failure to return to work without any notification will be managed under the Attendance Policy.
- **Please note: Return to work documents have a specific email and fax number for faster processing! Email: [ESCRTW@caesars.com](mailto:ESCRTW@caesars.com) Fax: 702-694-8178**

### Filing for Disability Pay

- **For non-union employees:** Please call the **Benefits Service Center at 866-236-3487** to file your claim for short term disability
- **For employees in New Jersey:** Please complete all sections of the **New Jersey Division of Temporary Disability Insurance** forms and email them to the ESC at [ESCMISC@caesars.com](mailto:ESCMISC@caesars.com) or fax them to 702-667-1778.
- **For Union Employees** (Ex: Culinary Loss of Time forms, Boston Mutual, Teamsters Disability forms, etc.): Please complete all sections of the forms and email them to the ESC at [ESCMISC@caesars.com](mailto:ESCMISC@caesars.com) or fax them to 702-667-1778.

**This Employee Guide is a brief overview of the Leave of Absence process and does not cover every possible scenario or circumstance. If you have questions that are not addressed in this guide, please contact the ESC.**