

How to Request a Leave of Absence

You may request a Leave of Absence Packet in **2 ways**:

SHEBR Intranet

1. Go to the Alta Bates Summit Intranet
2. Click on Departments button
3. Click on Human Resources link
4. Click on Disability Management link
5. Click on Leave of Absence Form link
6. Complete the Request Leave of Absence Form
7. Click the finish button

E-Mail Disability Management

1. Send email request to Disability Management :
SHEBRDM@sutterhealth.org
2. Your email must include information described below:

Leave Type Requested Options

- Medical
- Family
- Pregnancy
- Baby Bonding
- Personal
- Military/Military Family

The screenshot shows the 'Request Leave of Absence Form' interface. At the top, it features the logo for Alta Bates Summit Medical Center - Intranet, a Sutter Health Affiliate. The form title is 'Request Leave of Absence Form'. Below the title, there are several input fields and dropdown menus:

- Employee First Name: (required) [text input]
- Employee Last Name: (required) [text input]
- Name of Person completing this packet request form: (required) [text input]
- Leave Type Requested: [dropdown menu]
- Duration of Requested Leave: [dropdown menu]
- Requested leave is to care for serious health condition of: [dropdown menu]
- Last day worked prior to leave: (required) [calendar icon]
- Leave start date: (required) [calendar icon]
- Estimated return date: (required) [calendar icon]

An arrow from the 'Leave Type Requested Options' box points to the 'Leave Type Requested' dropdown menu in the form.

A Leave of Absence Packet will be mailed to your home within 5 business days of request. Leave Requests must be submitted to Disability Management 30 days before leave start date.

If you would like to review information about the Leave Policy and related benefits, you may obtain Leave Information Packet online at www.vbas.com, the information packet is located in the Vbas library. Or on the Sutter Health East Bay Region Intranet under the Disability Management link - **Leave Information Packet** (see instructions above for location of link).

If you have questions please contact Disability Management Department at (510) 869-6100 press option 2.

Please note: completing the online request form does not designate that your leave has been approved.