

OVERVIEW

Macy's Inc. Leave Management is used to request and process leaves of absence. This quick- reference card shows associates how to:

- Request leave View, update, or cancel an existing leave request
- Make limited updates, such as to contact information
- Report intermittent time
- Send notice of a return to work date

Access Macy's Inc. Leave Management through My IN- SITE (My Resources) directly or by going to employeeconnection.net and clicking My IN-SITE.



A leave of absence (LOA) is a Company-approved absence from work. Macy's offers LOAs in compliance with federal, state, and Company guidelines. While on LOA, associates may be entitled to health benefits or pay based on applicable federal and state law and Company policy.


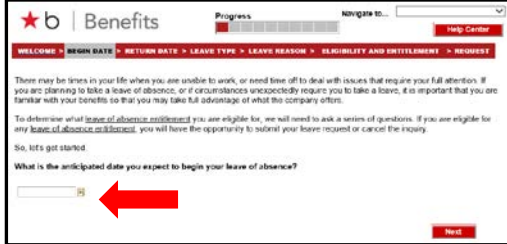

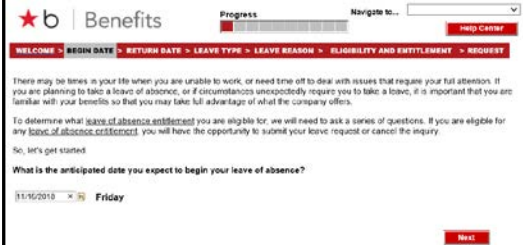
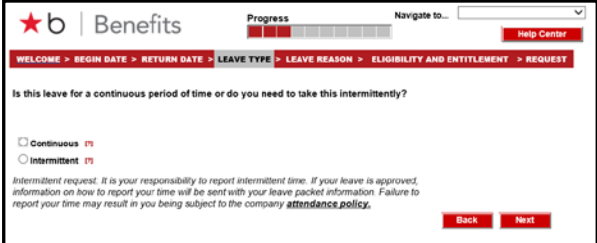
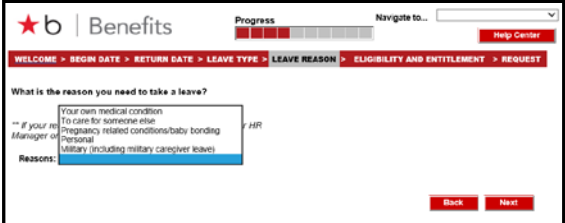
Refer to the *Paid Time Off policy* (available in the EMAG or AskHR by searching the Knowledge tab) or contact Associate Support Center for PTO information.

Accessing Leave Management

1.	From My IN-SITE , click the My Resources tab.	
2.	On the My Resources page, click Leave of Absence under Additional Resources (lower right corner).	

Making a New Leave Request

1.	From the Leave of Absence window, select CLICK HERE .	
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<p>2.</p>	<p>From the Welcome Page, click Yes to Check Eligibility for a NEW leave request.</p>	
<p>3.</p>	<p>On the Begin Date page use the links to get general information about Leave Entitlement, or Click the Calendar (at the end of the Anticipated date to begin field).</p>	
<p>4.</p>	<p>Click the calendar to choose the correct begin date, for your leave. Click NEXT.</p>	
<p>5.</p>	<p>Enter your anticipated return date using the Return Date Page calendar function. Click NEXT.</p>	
<p>6.</p>	<p>Click to indicate if you are requesting a Continuous or Intermittent Leave of Absence. Click NEXT.</p>	
<p>7.</p>	<p>Activate the drop down menu for the Reasons field on the Leave Reason page. Click to choose the appropriate leave reason.</p>	

8. If you choose “Your own medical condition”, an additional **Leave Reasons** list appears.

Leave Reasons	
Select	Leave Reasons
<input type="checkbox"/>	A serious health condition that prevents me from performing the essential functions of my job
<input type="checkbox"/>	A leave for myself to undergo a medical procedure to donate bone marrow (CA only)
<input type="checkbox"/>	A leave for myself to undergo a medical procedure to donate an organ (CA only)



If you select Reason #1, “A serious health condition that prevents me from performing the essential functions of my job”, the system displays a follow- up question.

Was this due to an injury you received while on the job at Macy's or Bloomingdale's?

- If the injury is work-related, click **Yes** and then click **OK** at the confirmation prompt. File an accident report if needed.
- If the injury is not work-related, click **No**.

If you do not see the reason for your leave, contact Associate Support Center at 800-234-6229.

9. Indicate if you have been out on leave for the same reason in the past 12 months.

Click **NEXT**.

Have you been out on leave for the same reason in the past 12 months?

10. The **Eligibility and Entitlement** page includes a summary of your Leave Entitlements and the Summary of Request.

Click **YES** to submit your request, or **NO THANKS** to exit the Leave Management system.

Summary of Request

Leave Reason: A serious health condition that prevents me from performing the essential functions of my job

Begin Date: 5/18/2016, Friday Return Date: 5/18/2016, Friday Leave Type: Continuous

Would you like to request this leave of absence?

11. If you choose **Yes** to confirm the request, you will be prompted to Confirm or Update your **E-Mail Address**.

Click **NEXT** to continue.

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Progress Navigate to... Help Center

WELCOME > BEGIN DATE > RETURN DATE > LEAVE TYPE > LEAVE REASON > ELIGIBILITY AND ENTITLEMENT > REQUEST

EMAIL ADDRESS > PHONE > MAILING ADDRESS > AUTHORIZE AND SUBMIT > COMMUNICATION ACKNOWLEDGEMENT

Please provide your email address so that we stay in communication with you during the leave process.

12. Confirm or Update your Phone Number.

Click **NEXT** to continue.

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Progress Navigate to... Help Center




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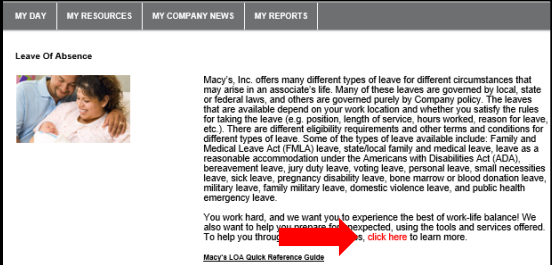
If we need to contact you by phone can we use the number below?

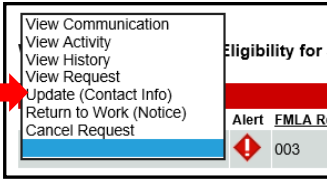

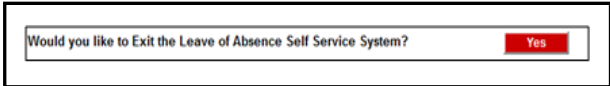
Yes
 No - I need to edit my Contact Phone number

Phone Format: 000-000-0000

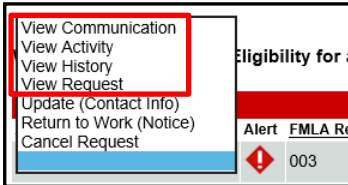



<p>13. Confirm or Update your Mailing Address.</p> <p>Click NEXT to continue.</p> <p> This data comes from your permanent associate information as listed in MyHR.</p> <p>To modify this for your leave, click No I Need to Edit Contact Information. Changing your leave contact information does not affect your permanent HR records.</p> <p>To change your permanent information, use the Personal Information section of MyHR.</p>	
<p>14. The Authorize and Submit page, which includes the Summary of Request Information, will allow you to choose Back, Cancel or Submit.</p>	
<p>15. Click Submit.</p>	
<p>16. At the Authorization prompt, enter your 8-digit employee ID and INSITE password, and click OK.</p> <p>The system submits your request and displays a message. The message includes:</p> <ul style="list-style-type: none"> • Sequence number and confirmation that your request has been submitted for review. • Reminder to forward any supporting documentation to HR Services. <p>You can also check the status of your request at any time. Refer to “Viewing an Existing Request” section of this document, for instructions</p>	

Updating Contact Information

	<p>You can change your contact information while you create a new request (see above steps 11 through 13) or afterward.</p>
<p>1. On the Leave of Absence page, select CLICK HERE.</p>	


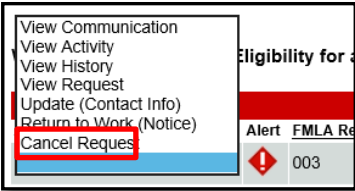

<p>2.</p>	<p>At the Welcome Page activate the dropdown menu in the ACTION field. Click Update (Contact Info).</p>	
<p>3.</p>	<p>Click UPDATE INFORMATION. Enter information in the appropriate fields. Click Save Changes. Click EXIT to return to the Welcome page.</p>	
<p>4.</p>	<p>The Welcome page will allow you make additional ACTION choices or click YES when you are ready to exit the Leave Management system.</p>	

Viewing an Existing Request



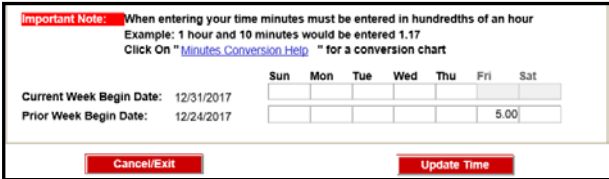
<p>1.</p>	<p>At the Welcome Page at the Action dropdown, View Communication, View Activity, View History or View Request.</p>																						
<p>2.</p>	<p>Review your requested information.</p> <p> Click the Leave History tab to see your leave history for the previous rolling 12-month period.</p> <div data-bbox="267 1270 966 1333" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"> Leave Request Leave History Leave Activity Leave Comm </p> </div> <p>Example</p> <div data-bbox="178 1396 766 1543" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Click the Leave Activity tab for a list of activities that have taken place.</p> <div data-bbox="203 1606 1112 1743" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th colspan="4">Leave Activity History</th> <th style="text-align: right;">First 1-25 of 25 Last</th> </tr> <tr> <th>Activity Date</th> <th>Activity</th> <th colspan="2">Comments</th> </tr> </thead> <tbody> <tr> <td>1 12/11/2017</td> <td>Documentation Received</td> <td colspan="2">Attachment type 4613-Fax-LOA Sep Term Letter has been inserted.</td> </tr> <tr> <td>2 12/11/2017</td> <td>Leave Status Update</td> <td colspan="2">Status Changed from APP to COM</td> </tr> <tr> <td>3 12/11/2017</td> <td>Mail Information Sent</td> <td colspan="2">Letter Sent: Associate Separation of Empty</td> </tr> </tbody> </table> </div> <p> A request cannot be approved until all information is received.</p>	Leave Activity History				First 1-25 of 25 Last	Activity Date	Activity	Comments		1 12/11/2017	Documentation Received	Attachment type 4613-Fax-LOA Sep Term Letter has been inserted.		2 12/11/2017	Leave Status Update	Status Changed from APP to COM		3 12/11/2017	Mail Information Sent	Letter Sent: Associate Separation of Empty		
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Canceling an Existing Request

<p>1.</p>	<p>At the Welcome Page, select the Action dropdown.</p>
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<p>2. Click Cancel Request.</p> <p> You can cancel a leave at any time by selecting "Cancel Request" from the action dropdown menu.</p> <p>To request a change to the start or end date for a leave, please contact HR Services or cancel the incorrect leave request and submit a new one.</p>	
<p>3. Enter the Reason using the dropdown menu. Click Submit.</p>	

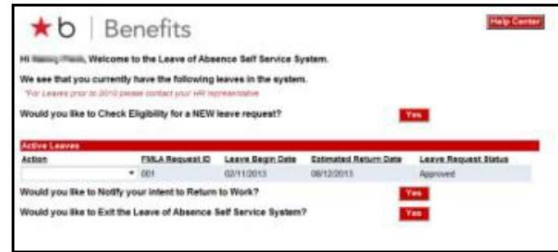
Reporting Intermittent Leave

<p>If you have an approved intermittent leave, you can enter your work time missed per week as appropriate.</p>	
<p>1. On the Welcome page, select the Enter Intermittent Time option from the Action dropdown menu.</p> <p>The system displays the Intermittent Time Entry window.</p>	
<p>2. Click one of the Yes buttons to indicate which weeks you want to enter time for:</p> <ul style="list-style-type: none"> • Current Week Only, or • Current and Prior Week. 	
<p>3. Enter time in the available fields (Sun through Sat).</p> <p> You can enter time for days up to and including today's date.</p> <p>Do not enter time for lunch breaks.</p> <p>You cannot enter more time than you are entitled to for each week.</p> <p>If you need to enter portions of an hour in decimal format, click Minutes Conversion Help.</p>	
<p>4. When entries are complete, click Update Time.</p> <p>The system prompts you for your signature and displays a message that your intermittent time has been updated. You can review your time by displaying your request and clicking the Leave History tab.</p>	

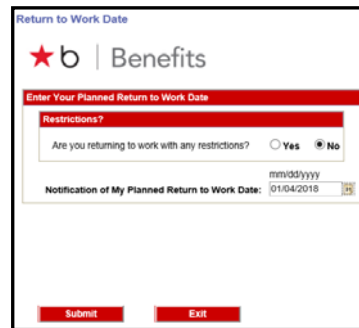
Sending Notification of a Return to Work

To return from an approved leave with no changes or special accommodations, do the following:

1. On the Welcome page, Action dropdown menu select the **Return to Work (Notice)** option.
The system displays the Return to Work Date window.



2. Select the **Yes** or **No** option to indicate whether you have any restrictions in returning to work as usual.



3. Enter the date that you want to return to work in
 - MM/DD/YY format,
 - or use the Calendar tool to select the date.

4. Click **OK**
The system prompts you for your signature and displays a message that your return to work notification has been sent.

Exiting the System

1. On the Select Leave Action window, select the **Exit Leave Request** option.
2. At the confirmation prompt, click **Yes**.

Further Information

For additional information, contact Associate Support Center via 800-234-6229 or using AskHR to chat with a Live Agent.