

Employee Leave of Absence

Human Resources is here to support our employees through their employment journey, which may include occasional leaves of absence. Many federal and state statutes apply to employee leaves of absence. To ensure applicable statutes are followed, please refer to the guidelines below and contact the listed Human Resources Team for additional guidance.

Do you have an employee going on leave?

Leave of Absence (medical, family, personal)

Any time an employee has been/will be out of work for three or more days, please reach out to the LOA team at LOA@discounttire.com so the LOA team can review the leave for state and federal guidelines/compliance.

When you know that an employee has an upcoming leave of absence, please contact the LOA team at LOA@discounttire.com to make them aware.

Maternity/Paternity

Please contact the LOA team at LOA@discounttire.com concerning maternity/paternity leave.

Military Leave

Part-time – Manager/Senior/Regional Admin will only need to submit an online Military Change Form if the employee will be out over 30 days. Nothing is entered in Kronos.

Full-time – If the employee will be out two days or less, in Kronos enter the code MIL RSV with zero hours per day for each day.

For more than two days, the Manager/Senior/Regional Admin will submit an online Military Change Form and choose *Leave for Military Duty*. The last day worked will be the effective date. Nothing is entered in Kronos.

Prior to going on a 30 day or more military leave, full-time employees should contact the Benefits Team at benefits@discounttire.com.

Do you have an employee returning from leave?

Leave of Absence (medical, family, personal)

Any doctor's notes or return to work slips must be reviewed by the LOA team before an employee returns to work. Please contact the LOA team at LOA@discounttire.com when your employee is ready to return to work.

Military Leave

Manager/Senior/Regional Admin will only need to submit an online Military Change Form if the employee was out over two days for full-time or over 30 days for part-time. On the form choose *Return from Military Duty* and use the day before returning to work as the Effective Date.

Questions?

Contact LOA@discounttire.com with any questions relating to employee absences.

Military leave - contact Benefits@discounttire.com.