

PLANNING FOR A LEAVE OF ABSENCE

Make sure you complete the following steps:

Step 1: Notify Human Resources of your leave request

Step 2: Visit our Alex LOA specialist at <https://loa.myalex.com/niagarabottling>



Step 3: Contact Unum to report any Leaves of Absences (such as, Family Medical Leave, Maternity, or Personal Disability)

www.unum.com/claims

1 (866) 679-3054