UCLA Health
Authorization Form for Exempt Employees to Request Approval to Retain Email Access during Leave of Absence (LOA)

Exempt employees can complete this form to request approval for continued access to Mednet Email while on Leave of Absence. If you have any questions, please contact ISS at (310)267-4560.

Section 1: **THIS SECTION TO BE COMPLETED BY EMPLOYEE**

Employee Name: _____ Department: _____

Employee ID: _____ Email Address: _____

Supervisor/Manager Name: _____ Phone: _____

LOA Start Date: ___/___/_____ LOA Expected Return Date: ___/___/___

Please specify the need for continued email access while on leave of absence: .....

.....

.....

I have read and understand UCLA Hospital System policy #HS9452 which requires all access be suspended for employees on leave. I am requesting an exemption to this policy for continued email access only, and as a matter of convenience and not for UCLA work purposes.

Employee Signature	Date

Section 2: **THIS THIS SECTION TO BE COMPLETED BY DEPARTMENT (Head/Dir./Chair/CAO/Mgr)**

Name: _____ Department: _____

Title: _____ Phone: _____

UCLA Hospital System policy #HS9452 requires all access be suspended for employees on leave of absence, until they are cleared to return to work. Your approval to make an exemption for this employee while on leave is an acknowledgement that the intention of this approval is at the request of, and for the convenience of, the employee and is not intended for UCLA work purposes. There are no expectations of work while this employee is on LOA.

Do you grant the requestor above, approval to access their Mednet email account while on leave? ☐ Yes ☐ No

Department Director/Chair Signature	Date

Section 3: **THIS SECTION TO BE COMPLETED BY HEALTH SYSTEM HUMAN RESOURCES**

Verification of Employee Status: ☐ Non-Exempt ☐ Exempt

Do you grant the requestor above, approval to access their Mednet email account while on leave? ☐ Yes ☐ No

Director, Human Resources Signature	Date
Print Name	

To submit this request, please open a ServiceNow Request and attach the approved form.