

alight

Your leave of absence

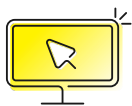
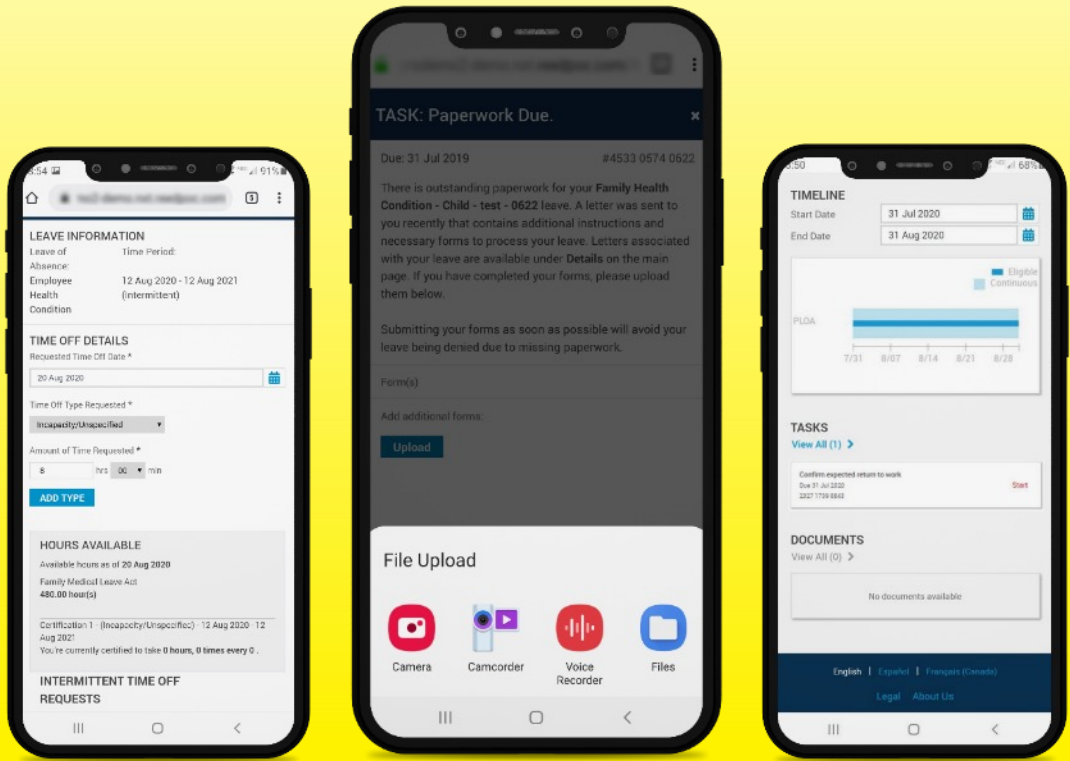
A quick-start guide to navigating your time away from work.



Direct access portal

Click here to access your portal:

vdp.myleaveproservice.com



Can't come in today? Report an absence in seconds by using your Direct Access Portal*



Need to send in documents? Take a picture and upload them in an instant!**

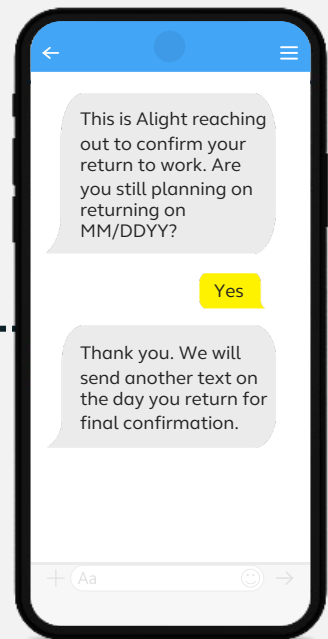
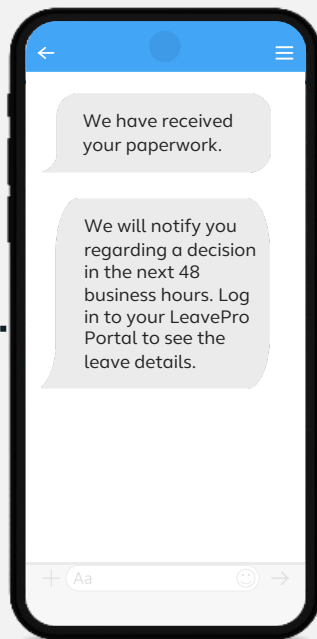
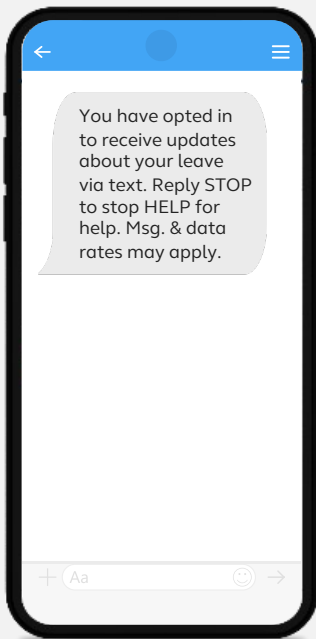


Time to go back to work after a continuous leave? Report your return in the portal!

*For Intermittent Absences

**Please submit your Release of Medical Records Authorization Form through your Direct Access Portal

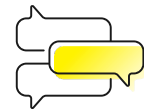
Texting feature



Opt-in to text messages (found under "Profile" in your Direct Access Portal)

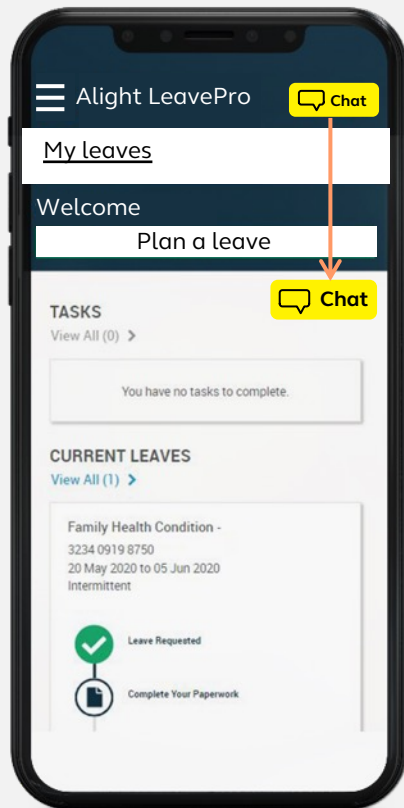


Receive updates on leave status, documents received and more!



Report your return to work with a simple "yes" or "no."

Chat with customer care



Skip the line and avoid hold times on the phone



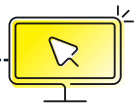
Available Monday through Friday during standard business hours



Take any action you can do on a voice call

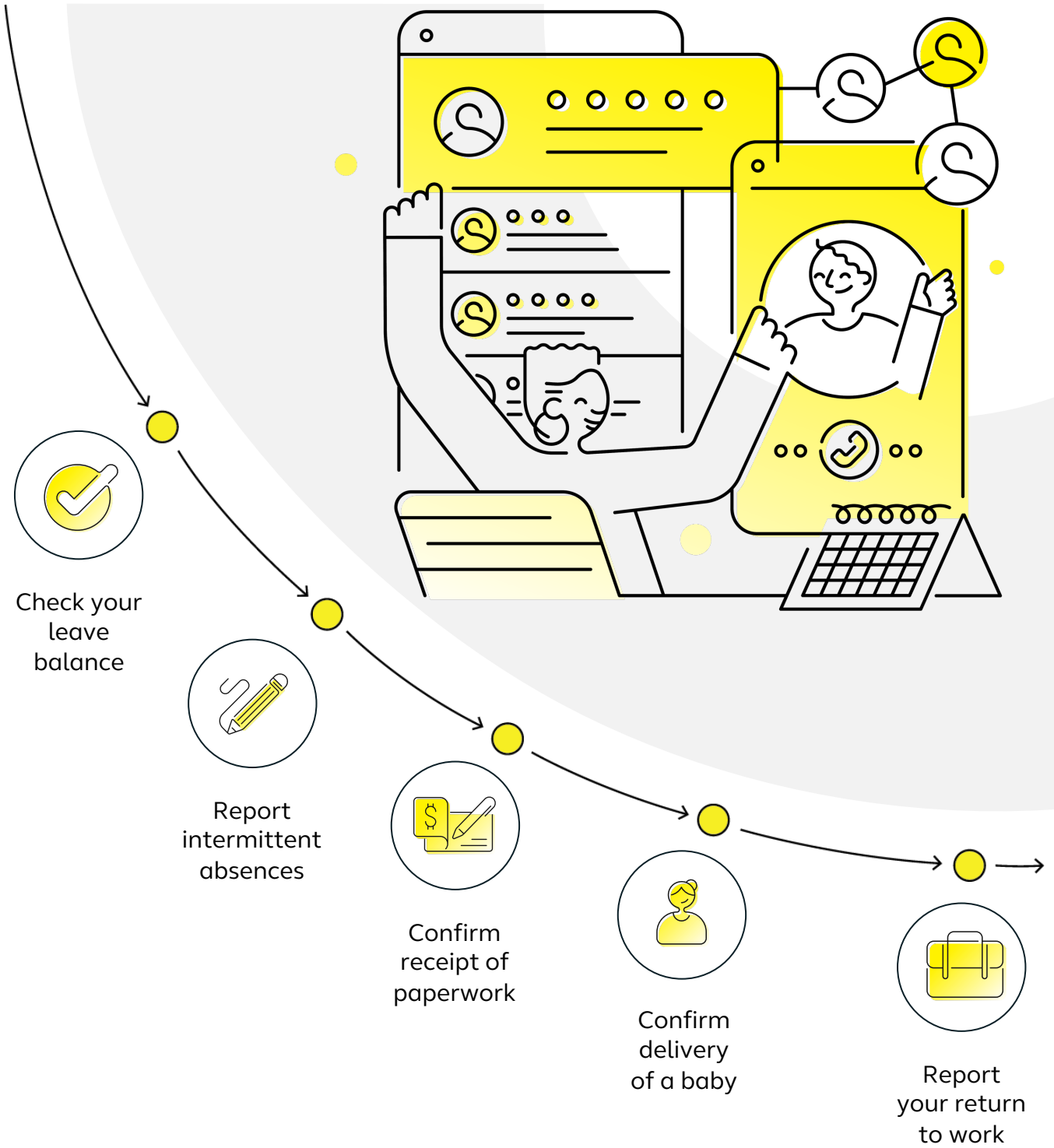


Open a leave, check for document receipts and more!



Available on Mac and PC. Also available on mobile devices

Automated phone system



Customer care center

If your Direct Access options don't fit your needs, please give us a call and one of our representatives will be glad to assist!



Customer Care Center: 7:00 AM to 7:00 PM | Eastern Time

Phone Number: 877-928-7021

