Who should I contact first if I know I need a disability or family leave of absence?
You should always begin with your direct supervisor. He or she will tell you who to contact in Disability and Leave Services.

What if something changes about my leave. Who should I contact?
Contact your DLS Specialist. He or she will make sure your supervisor and the insurance vendor know about the change. You may also contact Liberty Mutual directly – your Claim Manager there is always available to answer any questions you may have.

Do I have to keep DLS and my supervisor informed during my leave?
You certainly may keep both informed, but DLS will also keep your supervisor informed.

What if I feel more comfortable communicating with my HR person?
You may communicate with your HR person if you are more comfortable with that. However, your DLS Specialist is specially trained in managing disability and family leaves at Stanford and is very aware of protecting your confidentiality.

How will my HR person know about my leave?
DLS provides regular reports to your local HR representative to keep him or her fully informed about your leave.

Can I meet in person with my DLS Specialist, if necessary?
Yes. You may contact your DLS Specialist and arrange a meeting.