

# CARE FOR THE **WHOLE YOU**

*leave edition*



Not to be confused with paid time off (PTO) and vacation time, there may be out-of-the-ordinary circumstances where you need to take time off from work. Whatever the reason, we have programs to support you and help make your transition smoother.



## **Finding local resources**

Convenient support through free or reduced-cost programs. Access resources from local support groups to adoption resources.

 [findhelp.org](https://findhelp.org)



## **Get support<sup>1</sup>**

Explore the Headspace app for 24/7 support for whatever life brings your way. Plus, you can share Headspace with your loved ones, too.

 [compassgroup.bswift.com](https://compassgroup.bswift.com)



## **Helpful discounts<sup>2</sup>**

With the Discount Marketplace, you have access to discounts to save on all the things you may need during your time away.

 [compassgroup.perkspot.com](https://compassgroup.perkspot.com)

## **Quick checklist:**

- Speak with your manager.**  
When you feel ready, share your future leave with your manager. Together, you can work on creating a plan that's right for you.
- Set up your leave.**  
When you're ready, you will use AbsenceTracker throughout your leave process.

To access, login to PeopleHub and click "request a leave of absence" on the homepage. Access PeopleHub through OMS or CAP.

 [Salaried associates](#)

 [Hourly associates](#)

1. Available to part-time and full-time Associates.

2. Eligibility in the Discount Marketplace is determined based on the individual offer. Some of the programs, services and resources offered as part of the Total Rewards package are not Compass Group sponsored employee benefit plans or associated with any other Compass Group sponsored employee benefit. In addition, they are not subject to or governed by ERISA.