

# alight

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## Your leave of absence

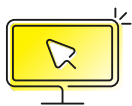
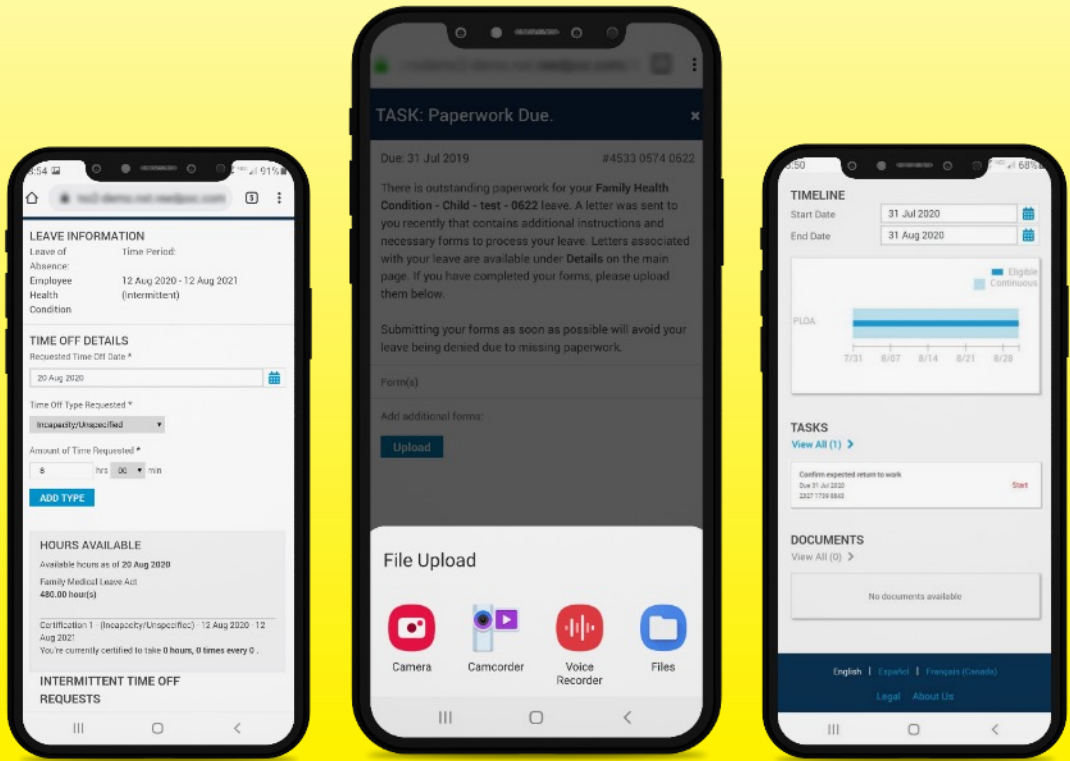
**A quick-start guide to navigating  
your time away from work.**



# Direct access portal

Click here to access your portal:

[vdp.myleaveproservice.com](http://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!\*\*

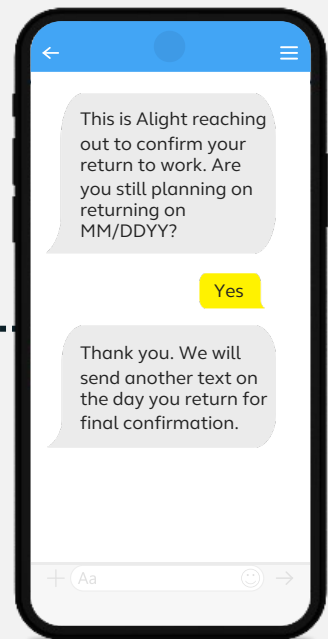
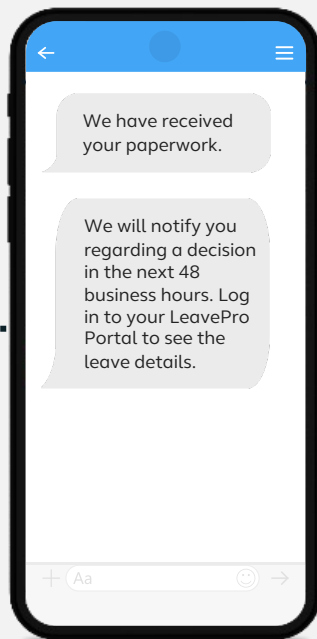
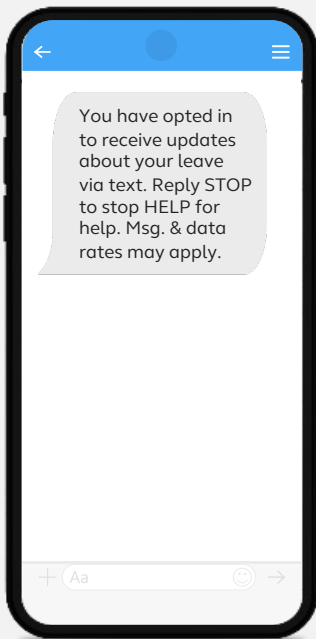


Time to go back to work after a continuous leave? Report your return in the portal!

\*For Intermittent Absences

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

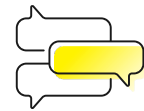
# Texting feature



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

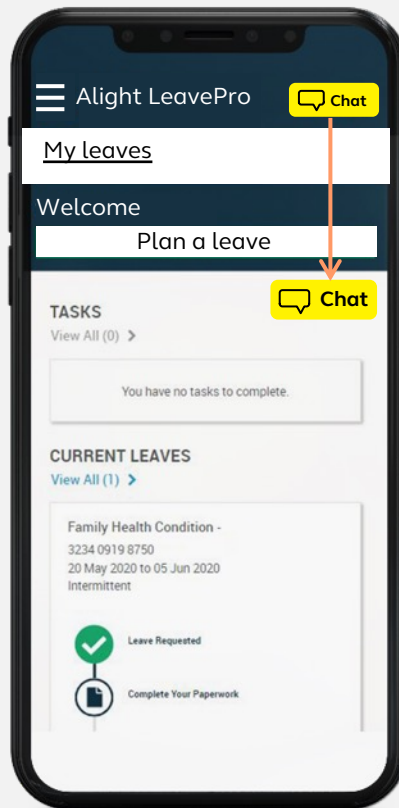


Receive updates on leave status, documents received and more!



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



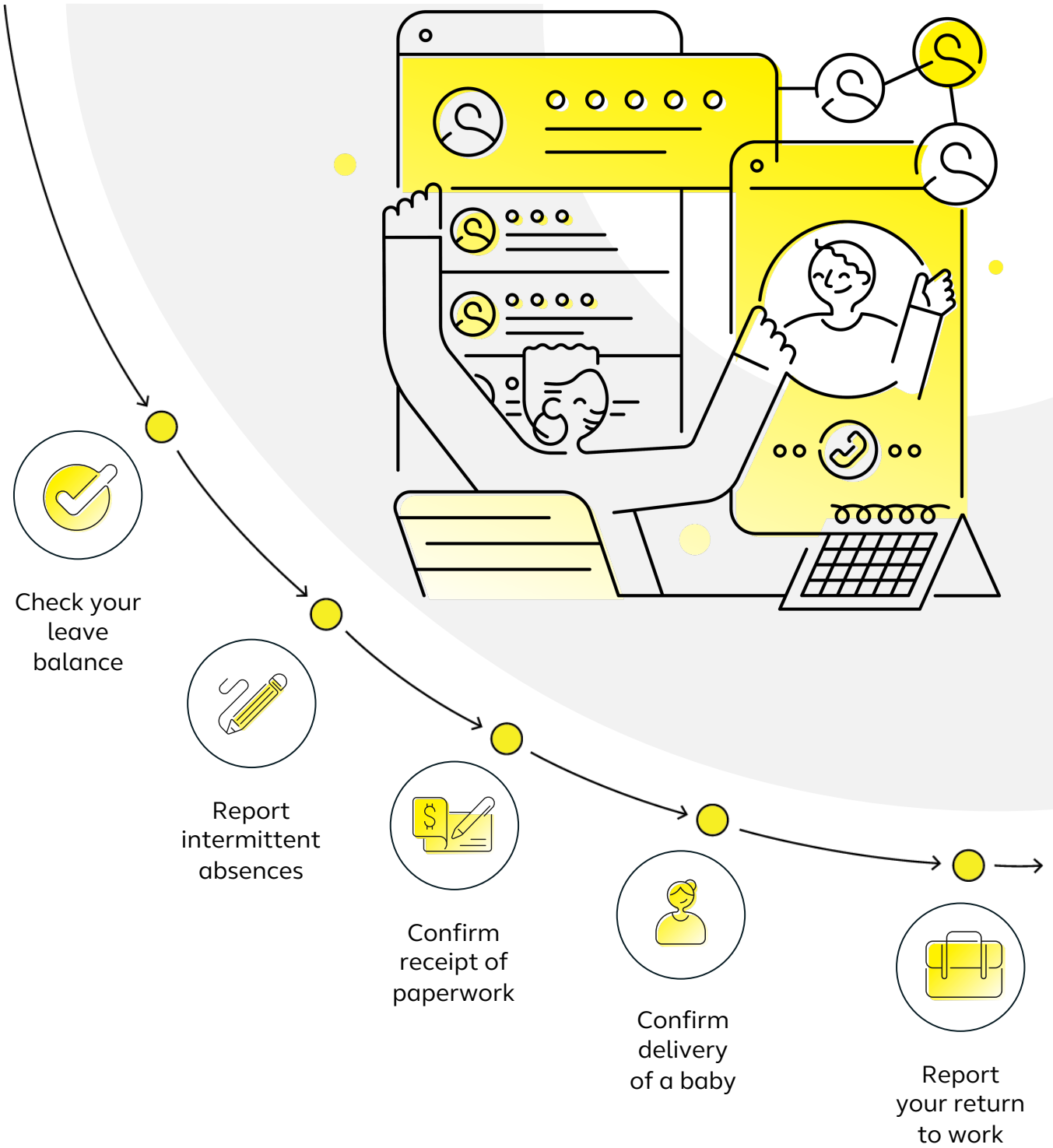
Open a leave, check for document receipts and more!



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**

