

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

Exempt employee can complete this form to request approval for continued access to Mednet Email account while on Leave of Absence. If you have any questions, please contact MCCS Security 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 SECTION TO BE COMPLETED BY DEPARTMENT DIRECTOR/CHAIR**

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 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	

**Return to Human Resources: email access during LOA**  
 Mail Code: 166446 / (310) 794-0500