



How to request a leave of absence in 2023:

1. Call **TRISTAR** **30 days before** your planned leave pursuant to our company policy
2. Inform your supervisor and your HR team of your absence
3. Complete and return the information provided to you by TRISTAR as soon as possible

Failure to contact TRISTAR may result in a delay or denial of your leave

TRISTAR's contact information:

Phone: **1-844-702-2352** toll-free

Email: Benefits@tristargroup.net

Web: amys.ess-absencetracker.com

Fax: 1-562-495-6687