

Announcing our new Leave of Absence Administrator, Sparrow



Sparrow Leave of Absence Management: Effective May 11, 2026

Conner Strong & Buckelew has partnered with Sparrow, a software-based leave management company. Sparrow will work with you throughout your leave so that you can focus on your health and/or your family.

Your Sparrow leave specialist will work with you to discuss your leave plans, identify the key dates when they need to be involved, and gather the necessary information to file your leave paperwork on your behalf. Sparrow takes care of all the logistics related to your leave, including the paperwork, deadlines, payroll calculations, and coordination for our HR/Payroll Team.

Leave of Absence FAQs

What is a Leave of Absence?

A leave of absence is an extended time off from regular work to deal with various circumstances including but not limited to: your own injury, illness or disability, to bond with a new child, or to care for a loved one who is injured or disabled. Some of these conditions are covered under various federal, state or local laws if all other criteria are met.

I need to take a leave of absence. What should I do?

Please send an email to HRTeam@connerstrong.com at least 3 months in advance to discuss your need for leave or as soon as reasonably possible for unforeseen leaves. We will review your initial request and if applicable, connect you with Sparrow to start planning the details of your leave.

I need time off but I'm not sure if it qualifies as a Leave of Absence. What should I do?

Please send an email to HRTeam@connerstrong.com. We will discuss your needs and potential options available to you. If applicable, we will introduce you to Sparrow to start planning your leave.

How does Sparrow help with my leave?

Before My Leave

Once you are connected with Sparrow, your Sparrow Leave Specialist will do intake with you to develop your leave plans based on your unique circumstances. This intake will include an overview of the Conner Strong & Buckelew LOA policy applicable to your leave type, state and/or private disability insurance benefits, and federal, state and local job protection regulations. They'll help you map out your entire leave and answer any questions that you may have about your leave and wage replacement during your absence.

After intake, Sparrow will provide a recap and create your custom leave plan based on your leave goals. If elected by you, Sparrow will also prepare any claims paperwork on your behalf and be on standby to file them when your leave begins.

During My Leave

If elected, your Sparrow Leave Specialist will file any state or private disability claims on your behalf as soon as your leave starts. For disability claims, Sparrow will also reach out to your healthcare provider to provide them instructions for their portion of the claim. Throughout your leave, you will be notified of the status of your claim and any next steps.

Sparrow will always be available to ensure all your questions or concerns are addressed, and will check-in at significant touchpoints during your leave. One to two weeks prior to your return, your Sparrow Leave Specialist will send reminders to the HR Ops team and your manager to prepare for your return.

After My Leave

After your leave has been completed, your Sparrow Leave Specialist will be available to answer any remaining leave-related questions that arise.

