

Types of Leave

There are numerous types of leave, both paid and unpaid, available to eligible employees, based on their bargaining agreement or personnel plan as well as Federal and State regulations. In addition, there are three general categories that leave may fall under:

- Non Medical Leave
- Medical, Non-Work Related Leave
- Medical, Work Related (Workers' Compensation)

Consult your bargaining agreement/personnel plan to determine what is available or applicable and if any special procedures apply. If you need further assistance contact Human Resources.

ALL leaves of absence requiring a written request for leave must be submitted to your supervisor (faculty submit to chair and/or dean). Requests must be in compliance with all bargaining agreement/personnel plan provisions.

Request should include:

1. Reason for requesting leave
2. Dates of absence, include intended return to work date
3. Amount of each type of leave to be used. (e.g., sick leave, unpaid leave, etc.)

Medical/Parental Related Leaves...

In addition to above, if using leave for Medical or Maternity/Parental reasons for yourself or a family member follow the additional steps below:

1. Notify [Carol Hess](#) in HR and provide a copy of the written request to determine the following:
 - If leave qualifies under FMLA
 - If you have disability benefits for which a claim may be filed OR
 - If a Workers' Compensation claim needs to be filed
2. If required, have your health care provider supply medical information to the Carol Hess. You will be notified in writing if medical updates are required and how often they must be provided.
3. If you have short-term disability insurance, obtain and complete the benefits claim form from Carol Hess and send the completed claim form to the disability insurance company.

If you need an extension of your leave, submit a written request to your supervisor or chair/dean. Provide verbal notification if necessary, but be sure to follow up in writing.

Request for Extension should include:

1. Reason for extension of absence
2. Additional dates you plan to be absent and the date you plan to return to work
3. Amount of each type of leave (e.g., sick leave, unpaid leave, etc.) you plan to use

Medical/Parental Related Extended Leave...

1. Notify [Carol Hess](#) in HR of your need to extend the leave and send a copy of the written request.
2. If you have filed a claim for disability benefits, notify the disability insurance company that your leave will be extended.
3. Provide medical certification from your health care provider to the Carol Hess and, if applicable, to the disability insurance company for the requested extension.

Return to Work Procedures...

Return to work (RTW) procedures vary based on the type of leave that is taken. Employees and supervisors must be certain to follow the applicable procedure. Always consult the applicable bargaining agreement/personnel plan to determine if any special procedures apply. For further assistance, contact Human Resources.

Non-Medical

The return to work process varies with each bargaining agreement/personnel plan as well as with each type of leave of absence. Employees should consult their respective agreement/plan to determine any applicable procedures or deadlines.

In all situations employees must:

- Communicate in advance with supervisor/dean regarding intent to return to work
- Determine if communication to the Vice President and/or President is required
- Consult bargaining agreement/personnel plan and any written communications from the employer to see if specific notification deadlines apply
- Contact Carol Hess in Human Resources regarding benefits, payroll and other employment matters

Non-Work Related Medical Conditions

This policy establishes guidelines to return employees to work who have non-work related medical conditions that may have an impact on their ability to perform their jobs. These guidelines are established to ensure employees do not aggravate existing medical conditions or suffer additional injuries when they return to work. This policy does not apply in Workers' Compensation circumstances.

Procedure

1. Contact your supervisor or chair/dean in advance to confirm the date you will return to work.
2. Prior to returning to work, have your health care provider complete a Fitness For Duty Certification.
3. Send the certification to Human Resources in advance or bring it in on the date you return to work. Your return to work may be delayed if you do not provide a Fitness For Duty Certification.
4. Work with your supervisor/chair/dean, Human Resources, and/or the University Environmental Health and Safety Office to accommodate work restrictions if necessary.
5. Contact Carol Hess if you will not be able to return to work. There may be additional benefits or other resources available in cases of long-term or permanent disability.

Please refer to your collective bargaining agreement or personnel plan and the Family and Medical Leave Act for additional information about your rights and responsibilities.

Return to Own Job

The Employee may come back to work if they have documentation from a medical professional about work restrictions and the restrictions do not interfere with their job. With employee's permission consultation with the medical professional may be required. These documents shall be maintained by Human Resources.

Partial Return to Work

Employees may return to work on a part-time basis with appropriate documentation. Documentation will be reviewed by the supervisor and HR to ensure the medical condition is not aggravated or potentially result in a work related injury. With employee's permission, a consultation with the medical professional may be required.

Temporary Reassignment to Light Duty Jobs

HR will document light duty jobs that are available on the campus. Supervisors, after consultation with HR, may temporarily reassign employees to light duty tasks that will not aggravate or potentially cause additional injury.

Workers' Compensation and Returning to Work

Because each Workers' Compensation case is different, it is imperative that all employees and supervisors work directly with the Carol Hess and the Health and Safety Office to meet the requirements and procedures for returning to work.

Procedure

1. Contact your supervisor or chair/dean and workers' compensation coordinator in advance to confirm the date you will return to work.
2. Prior to returning to work, have your health care provider complete a Report of Work Ability Form.

3. Send the Report of Work Ability Form to Carol Hess in advance or bring it in on the date you return to work. Your return to work may be delayed if you do not provide a Report of Work Ability Form.
4. Work with your supervisor/chair/dean, Carol Hess, and/or the university Environmental Health and Safety Office to accommodate work restrictions if necessary.
5. Contact Carol Hess if you will not be able to return to work.

Please refer to your collective bargaining agreement or personnel plan for additional information about your rights and responsibilities.

[Return to Own Job](#)

The Employee may come back to work if they have a Report of Work Ability Form from a medical professional outlining the work restrictions and the restrictions do not interfere with their job. Consultation with the medical professional may be required. These documents shall be maintained by the Human Resources Office.

[Partial Return to Work](#)

Employees may return to work on a part-time basis if stated on the Report of Work Ability Form. This form will be reviewed by the supervisor, Carol Hess, and the Health and Safety Office to ensure the medical condition is not aggravated or potentially result in a work related injury. With employee's permission, a consultation with the medical professional may be required.

[Temporary Reassignment to Light Duty Jobs](#)

Human Resources, the Health and Safety Office and the supervisor will document light duty jobs that are available. Supervisors, after consultation with Carol Hess and the Health and Safety Office, may temporarily reassign employees to light duty tasks that will not aggravate or potentially cause additional injury.