

COVID-19: Leaves of Absence and Accommodation Requests

During the COVID-19 pandemic, all CUIMC employees requesting a leave of absence and/or other accommodations will be required to send the request to cuimcabsence@columbia.edu and follow the [Workplace Accommodations Guidance](#).

All requests require the following:

1. Statement by the employee of the request
2. Medical documentation must be provided by a certified treatment provider applicable to the leave and/or accommodation request being sought and consistent with the type of health condition that is being treated
3. For child care issues only (when no illness is involved), no medical documentation will be required but a description of the need and hours of coverage will have to be outlined. Documentation may be required.

Upon receipt, the following review will occur:

1. Statement will be reviewed by Leave Management to check for eligibility
2. Medical certification will be carefully reviewed by Leave Management.
 - a. There will be follow-up with employee and/or treating physician; and
 - b. As needed, department and CUIMC HR will review all relevant facts relating to the employee's job duties
3. In light of the state of emergency and the complexities with COVID-19 requests for leaves and accommodations submitted by essential employees will be reviewed by Leave Management with guidance from OGC
4. The Leave Management Office will review requests with CUIMC HR prior to contacting the employee or the HR departmental representative.

| Request Type | Documentation | Estimated Duration | Criteria |
|---|---|---|---|
| Sick leave/Medical leave | <ul style="list-style-type: none"> Note from provider CIGNA Form, if applicable (Note, NYS Disability does not apply to Officers of Instruction) FMLA WH380E if applicable | Up to 6 months | Determination will be based on supporting documentation, information from health care provider, and consideration of alternative reasonable accommodations |
| Absence to care for a sick family member | <ul style="list-style-type: none"> Note from provider WH380F | Up to 12 weeks (FMLA) plus possible personal leave | Determination will be based on supporting documentation, information from health care provider, and consideration of alternative reasonable accommodations |
| Absence to care for a child | <ul style="list-style-type: none"> Letter with request Other documentation as applicable under NYS PFL (Note: NYS PFL does not apply to Officers of Instruction) | 40 hours plus 10 days emergency leave plus possible unpaid personal leave | Determination will be based on criteria of NYC Safe and Sick Leave Act and Columbia's policy for emergency leave and personal leave |
| Medical accommodation | <ul style="list-style-type: none"> Note from provider Evidence | Could be indefinite/case specific | Determination will be based on analysis of reasonable accommodations to perform essential functions of the job |
| Quarantine order from state or local health authority (when not permitted to work under NYS Department of Health Protocols for Essential Personnel) | <ul style="list-style-type: none"> Request for COVID-19 Quarantine DB/PFL – Self/Child Request for Paid Family Leave | Period of quarantine order | Determination will be based on requirements of NYS quarantine leave, NYS Paid Family Leave, and NYS Department of Health Protocols for Essential Personnel to Return to Work Following COVID-19 Exposure or Infection |

All leave requests will be saved confidentially on a separate database for CUIMC requests only