Job Aid for a Non -Occupational Medical Leave of Absence

Job Aid for *an Occupational Medical Leave of Absence (*applicable to all employees except **Officers of Instruction, 1199 Clerical and Cafeteria, Maritime employees**, and **employees who work outside of New York State**)

	Employee Actions	Department Actions	New York Life Actions	Leave Management Office (LMO) Actions	Helpful Hints
Initiating a Medical Leave of Absence (Non-Work Related)	• Employee notifies their supervisor • Employee provides a medical note to the department or CUHR Leave Management Office (LMO)(Support staff after an absence of 3 consecutive work days pursuant to schedule and Officers after 5 consecutive work days pursuant to schedule) • Employee contacts New York Life directly to apply for NYSDBL (New York State Disability) • Employee completes FMLA paperwork, if applicable (Form WH-380E) • Employee contacts LMO directly if there are questions	• Supervisor notifies Departmental HR contact of the leave request • Departmental HR confirms leave information (type and leave dates) with employee • Department HR submits the leave request to the CUHR Leave Management Office via Qualtrics Form • Department HR notifies LMO with any questions or concerns related to employee's leave	• New York Life opens a claim based on a call, medical documentation or web intake • New York Life sends email to CU HR Leave Management to request any necessary additional information	• LMO provides policy information and issues the **Request for Medical Leave letter, FMLA WH381**, including applicable benefit forms based on eligibility criteria for benefits to employee • LMO collects medical documentation received directly from employee, department or physician and reconciles with New York Life. • LMO responds to escalated concerns/questions • LMO responds to any requests for additional information from New York Life	• Any leave over one (1) work week requires employee to contact New York Life • Any questions about University policies should be directed to LMO • Any questions about NYSDBL payments should go to New York Life • All other questions or concerns related to the leave of absence may be directed to LMO • FMLA WH-380E and WH-381 forms are still required to be sent by the LMO as applicable; the WH380E is sent to LMO for review

Confirmation of the Leave		• Department HR receives notification from LMO of the approved leave dates including confirmation of leave being transacted within PAC. • Department HR contacts LMO with any questions or concerns related to employee's leave	• New York Life sends notification of receipt of medical documentation and confirmation of the NYSDBL claim, including the leave dates to LMO via email	• LMO receives notification from New York Life that a claim was received (within 24-48 hours) • **LMO provides New York Life with salary or wage rate, sick time used and last day worked** • LMO coordinates with department and New York Life if a medical note was received, but no contact was made with New York Life • LMO completes a PAF to transact leave in PAC, once approval letter is received from New York Life. **Except for Officers of Research.** • LMO sends applicable **Confirmation of Leave letter (FMLA or non-FMLA)** to employee and Department HR	• If notification from New York Life is not received within one (1) week of sending the **Request for Medical Leave letter** to the employee, LMO contacts the department • The department HR is responsible for contacting LMO with any concerns/questions about the leave • The confirmation from New York Life may be used to complete a PAF, the FMLA notification is for informational purpose only. For all other FMLA leaves (not related to an employee's own illness), the LMO notification will serve as backup supporting documentation to complete a PAF

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While on the Leave	• Employee is expected to follow all applicable University policies related to the leave • Employee is expected to keep New York Life, the department and LMO updated on any leave extensions • Leave extension documentation must be provided to New York Life and/or LMO prior to the expected return to work date	• Department HR uses information received from LMO to track the duration of the leave	• New York Life monitors the NYSDBL claim per New York State guidelines • New York Life contacts employee and LMO, as needed when extensions are received or other matters	• LMO reviews reports from New York Life of leave status and tracks the duration of the leave • LMO forwards any documentation received to New York Life • LMO works with the department on any special questions/concerns regarding the leave. • LMO sends the **Return to Work letter** at least one (1) week prior to the expected return to work date	• Notices of an extension of a leave could happen multiple times and will require an updated PAF for each extension
Returning to Work	• Employee should submit a medical note from their physician prior to returning to work confirming the status of the return to work • Employee should contact LMO prior to returning to work if any workplace accommodations are being requested • Employee may submit the medical note to LMO directly for reasons of confidentiality	• Department HR forwards any Return to Work notes received to LMO • If employee did not report back to work or if there are other escalated matters, department contacts LMO prior to an employee returning to work • Department HR updates a PAF when employee returns from leave	• New York Life will send a confirmation notice to LMO if a return to work note is received • New York Life may request confirmation from LMO to confirm the employee's actual return to work date	• LMO advises the department HR if a Return to Work note has been received • A confirmation notice is sent to the departmental HR contact • LMO is available for any questions/concerns regarding the employee's return to Work.	• New York may be contacted regarding confirmation of return to work dates on file; other types of return to work questions should be directed to LMO