

Job Aid for an 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	LODESTAR Actions	Leave Management Office (LMO) Actions	Helpful Hints
Initiating a Claim/Medical Leave of Absence (Work Related)	- Employee notifies their supervisor of an incident/accident - If medical treatment is needed, the employee should seek medical attention immediately at a location most convenient to them. Please note that any private physician authorized by the Workers' Compensation Board can be used - Employee completes the incident/accident report - If a medical leave is needed, employee provides a note from the physician to the department or CUHR Leave Management Office (LMO Employee completes FMLA paperwork, if applicable (Form WH-380E) - Employee is in touch with LODESTAR (insurance carrier) as necessary - Employee contacts LMO directly if there are questions	- Supervisor/Employee notifies Department HR contact of the accident/incident and of the leave request - Department 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 - Departmental HR contact initiates a claim with LODESTAR. - Department HR responds to any requests for additional information from LODESTAR	LODESTAR opens a claim based on a claim submission, LODESTAR contacts LMO and Department HR contact to request any necessary additional information. LODESTAR also manages the claim directly with the employee as needed	- LMO collects medical documentation received directly from employee, department HR or physician and reconciles with LODESTAR - LMO sends the Request for Medical Leave letter and attaches the appropriate forms based on eligibility criteria for benefits if a leave is requested LMO sends a copy of the Request for Medical Leave letter and FMLA WH381 to Employee - LMO responds to escalated concerns/questions	- Any questions about University policies should be directed to LMO - Any questions about NYS Workers Comp payments should go to LODESTAR insert # - 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 LMO as applicable; the WH380E is sent to LMO for review
Confirmation of the Leave		If a leave is needed, LMO will provide confirmation of the leave when medical documentation is received - Department HR contacts LMO with any questions or concerns related to employee's leave prior to completing the PAF	LODESTAR notifies LMO when new medical information is received and confirms leave dates	- LMO monitors notices sent from LODESTAR - LMO coordinates with department HR and LODESTAR - LMO completes a PAF based on available supportive medical documentation. Except for Officers of Research - LMO sends applicable Confirmation of Leave letter (FMLA or non-FMLA) to employee and department HR	The department HR is responsible for contacting LMO with any concerns/questions about the leave

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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 LODESTAR and the LMO updated on any leave extensions - Leave extension documentation must be provided to LODESTAR and/or LMO prior to the expected return to work date	Department HR uses information received from LODESTAR and LMO to track the duration of the leave	- LODESTAR monitors the NYS Workers Comp claim per New York State guidelines - LODESTAR contacts employee/LMO, as needed when extensions are received or other matters	- LMO reviews reports from LODESTAR of leave status and tracks leave duration - LMO forwards any documentation received to LODESTAR - LMO sends the Return to Work letter at least one (1) week prior to the expected return to work date - LMO works with the department HR on any special questions/concerns regarding the leave	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 the 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 HR contacts LMO prior to an employee returning to work. - Department HR updates a PAF when employee returns from leave	LODESTAR will send a confirmation notice to LMO if a return to work note is received	- LMO advises the department HR if a Return to Work note has been received - LMO is available for any questions/concerns regarding the employee's return to work - LMO updates a PAF when employee returns from leave	