

Job Aid for Medical Leave of Absence

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

	Employee Actions	Department 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 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	- 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 - LMO responds to escalated concerns/questions	- Any leave over one (1) work week requires employee to submit medical documentation to LMO - Any questions about University policies or concerns related to leave of absence should be directed to LMO - Employees will work directly with their State to apply for disability benefits, as applicable - 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	- LMO completes a PAF to transact leave in PAC, based on review of 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 - 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 New York Life, the department and LMO updated on any leave extensions - Leave extension documentation must be provided to LMO prior to the expected return to work date	Department HR uses information received from LMO to track the duration of the leave	- 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 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 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	- 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