



Family Health Leave Procedures

Eligible employees may take Family Health Leave with reasonable advance notice and in consultation with supervisors. The following procedures provide guidance to departments on how to administer the leave in the most effective manner.

The Role of the Medical Leaves Administration (MLA) office

MLA will be your consultant in interpreting the Family Health Leave Policy as it applies to your individual cases. Our goal is to provide consistent guidance for all campus units to achieve uniformity of treatment for staff in this important area of HR management.

MLA will conduct regular and frequent post-audits of leave activity to be sure the proper leave parameters are being met in practice.

MLA will provide up-to-date versions of the various forms that will be needed for staff to provide proper notification and support documentation.

MLA will manage all medical information that will be required under the Family Health Leave policy. There is a special form for medical providers to verify the existence of a serious health condition of a family member. The health care provider form should always be returned to MLA, as it is designed to contain confidential information departments should not view.

MLA will notify the department and the staff member in writing of the approval or denial of the leave. Appeals of denials by MLA should be submitted in writing to the Director of Benefit Services.

Procedures: The Department

ADMINISTERING A FAMILY HEALTH LEAVE

Departments will routinely determine the eligibility of the staff member requesting the leave. Employees must have worked at least twelve months for the University and at least 1250 hours worked in the 12-month period immediately prior to the planned commencement of the leave.

Departments should direct staff to request Family Health Leave in writing on the proper form. Once the form is completed, forward the Family Health Leave Request form to MLA for review and approval.

We all prefer plenty of advance notice and a written request for leave with time expectations clearly identified. However, staff members have the federally protected right to issue very short-term, oral notices when circumstances prevent anything but an urgent request. Contact MLA to expedite short-term notices appropriately.

Departments will enter the new job status change for the anticipated period of the leave through an HR On-line transaction, or by correct entries in Workday.

Keep in touch with MLA as we process the application and issue the Tentative Approval (or denial) and the Final Approval notices to staff participants.

A key provision of Family Health Leave is the use of up to 10 days of accrued sick leave, if available, by staff participating in an approved leave. Departments will be responsible for calculating and applying supplemental leave from accruals during the leave, according to the policy.

Procedures: The Staff Member

REQUESTING A FAMILY HEALTH LEAVE

Staff members requesting a Family Health Leave should keep in mind the business needs of their departments and provide as much notice of the intended dates of the leave as is practical. Departments normally require a written notice on a Family Health Leave Request.

Staff members should expect to show evidence of the serious health condition of a family member and their relationship to that family member in need of their assistance. MLA has the approved form for the health care provider to complete, which will be mailed to staff upon our receipt of the Family Health Leave Request form.

MLA will review the information provided by the requesting staff member and the health care provider and issue a notice of approved leave or a denial. Staff may appeal the denial in writing to the Director of Benefit Services.

RETURNING FROM A FAMILY HEALTH LEAVE

No medical clearance to return to work will be required. Staff should provide notice to their supervisors regarding their leave plans.

Departments will hold positions for leave participants; however, the position may not be held if the total amount of time away from work exceeds 26 weeks in the prior 52-week period. Staff should check with supervisors or their local HR representatives to learn what leaves apply to the total time away from work provision. MLA can also advise leave participants the exact number of days taken or available for use.