

Some medically-related leaves of absence apply towards an employee's Family and Medical Leave Act (FMLA) entitlement. If an employee submits a written request for medically-related leave and all FMLA criteria are met, the employee will be granted an FMLA medical leave of absence of up to 12 workweeks due to the illness, disability, or injury of the employee or the employee's applicable family member.

If an employee submits a written request for medically-related leave and FMLA criteria are not met or the employee's FMLA entitlement has been exhausted, the employee may be granted, a medically-related leave of absence for up to six months, including any FMLA leave. In order to request a medical leave of absence, documentation from a healthcare provider must be submitted stating the employee is unable to perform the assigned duties due to the medical condition. Prior to approval of the requested medically-related leave of absence, the employee's supervisor should consult with Human Resources (for non-faculty) or the Provost's Office (for Faculty).

In addition to using accrued sick leave while on a medically-related leave, an employee may use accrued annual, earned compensatory or personal leave (when applicable).

While on a medically-related leave of absence without pay, the university will continue to contribute up to six months of the employer's portion of the employee's elected health and life insurance premiums within a 12-month period. The employee should contact Employee Benefits and the Payroll Office in the Division of Human Resources for further information concerning whether to suspend certain elected benefits or submit a personal check to meet the employee portions of elected benefit premiums.

Review of the medically-related leave of absence should be conducted prior to the approved end date of the leave. This review should take place approximately three weeks prior to the end of the leave to ensure the supervisor is prepared for the employee's:

- Return to full duty;
- Request for an accommodation (under the Americans with Disabilities Act (ADA) to perform essential functions of his or her position;
- Request for an extension of the leave of absence (at least every 12 weeks thereafter, prior to extending a leave of absence with or without pay, another review should be conducted);
- Resignation, retirement, or disability retirement, if applicable; or
- Dismissal for an inability to perform the essential functions of his or her position with or without a reasonable

All medical records are to be secured as confidential, even when an employee leaves the university, and, therefore, should be maintained separately from other employee records, to the extent permissible under law.