

Leave of Absence Processing Steps for Employee, Supervisor and Human Resources when Employee is aware or learns they will need to be away from work for extended time due to illness or injury.

Employee notifies supervisor of the date they anticipate they will need to begin leave of absence and approximately how long they will need to be off work.

Employee contacts Human Resources regarding their need, or possible need, for leave of absence

OR -

Supervisor contacts Human Resources to advise an employee has been off work for 5 or more days and may need leave of absence

THEN -

Human Resources contacts/schedules meeting with employee to discuss the nature of their leave and the leave of absence process, discusses and provides required paperwork (leave of absence request form and medical certification form), and instructs employee to provide information to their supervisor regarding when they anticipate their leave will begin how long they anticipate being off work. (Employee does not need to provide details of nature of leave to their supervisor.)

Human Resources contacts employee's supervisor to advise employee has indicated a need to be off work for leave of absence. HR provides supervisor with anticipated date leave will begin and approximate length of time the employee will be off work, pending receipt of medical certification with more specific details/confirmation.

Employee completes and returns leave of absence request form to HR and provides medical certification form to their doctor to complete. Doctor may return paperwork directly to HR or to the employee to return to HR. Employee is responsible for making sure medical certification paperwork has been returned to HR.

Employee submits absence requests for time away from work until Benefits Specialist advises leave has been approved.

Supervisor approves, and if needed applies, sick time to employee timesheet for time away from work until Benefits Specialist advises leave has been approved.

Human Resources reviews medical certification paperwork and provides approval/denial notifications to employee and supervisor. Notification will include the leave start date, expected duration of leave, and anticipated return to work date, based on information provided by medical provider.

Employee is responsible for providing updates to Human Resources regarding any changes in their leave start date or return to work date. Employee is also responsible for providing Release to Return to Work statement to Human Resources **prior** to their return to work.

Human Resources contacts supervisor regarding employee's return to work status, providing date employee is released to return to work and if any work restrictions need to be observed

Supervisor is responsible for responding to Human Resources to discuss any issues with the work restrictions that need to be observed upon the employee's return to work. Employee may need to remain on leave if department cannot provide assignments that meet the restrictions.