

MEDICAL LEAVE REFERENCE GUIDE: EAP STAFF

FMLA Provides: 12 weeks of unpaid job protected time and continuation of benefits (medical/dental/vision) while on leave. Paid time off is provided under the university salary continuation policy.

RESPONSIBILITIES

Medical leave lasting 10 days or more

- Complete FMLA leave application/medical certification and provide to Human Resources
 - 30 days before leave begins **OR** as soon as possible for unexpected leave
 - Sections 1 & 2 completed by employee
 - Section 3 completed by health care provider
- Provide updated physician notes to Human Resources after follow-up appointments or if circumstances of the leave change
- Provide a return to work release from your physician prior to or on the day you return
 - Must state exact return date and with or without restrictions
 - If there are restrictions, these must be provided at least 2 days prior to your return

Medical leave lasting less than 10 days

- Notify supervisor of the need for leave and coordinate the time off and coverage with them directly

PAY/BENEFITS

Employee

- Up to 12 weeks of FMLA leave available if you have worked for GVSU for 1 year and worked 1,250 hours in the preceding 12 months to the first day of leave
- Up to 6 months (from the first day of leave) covered by salary continuation policy, as medically necessary with supporting medical documentation
- If the need for leave extends beyond 6 months, you may be eligible for Long Term Disability (LTD) benefits; there is a separate process for LTD that Human Resources will initiate during the 4th month of leave

HR CONTACT

Your HR Business Partner

See chart: www.gvsu.edu/hro/hrbp

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