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
Phone (616) 331-2215
Fax (616) 331-3216