

# Medical Leave: Faculty

## Reference Guide

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
- If out for 6 weeks or more during academic semester, you are given a release from teaching duties for the semester and must develop a reassignment of duties plan with your department chair and dean
- 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 listed in detail and provided at least 2 days prior to your return to work

#### *Medical leave lasting less than 10 days*

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

### PAY/BENEFITS

#### *Employee*

- Up to 12 weeks of FMLA 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 application process for LTD that Human Resources will initiate during the 4<sup>th</sup> month of leave.

### HR CONTACT

Natalie Trent - Human Resources Representative [trentnat@gvsu.edu](mailto:trentnat@gvsu.edu) P: 616-331-2215 F: 616-331-3216