Medical Leave: PSS Staff
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 and Short Term Disability (SHD) policies.

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
- Record salary continuation in UltraTime (your supervisor may do this on your behalf)
  - Payroll will enter Short Term Disability and the vacation supplement, if requested, beginning on the 21\textsuperscript{st} work day of leave
- 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 supervisor of the need for leave and coordinate the time off and coverage with them directly
- Record salary continuation in UltraTime (your supervisor may do this on your behalf)

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 and Short Term Disability policies, as medically necessary with supporting medical documentation
  - First 20 work days are covered under salary continuation
  - Beginning on the 21\textsuperscript{st} work day compensation will be covered under SHD at a rate of 75\% your base rate of pay. You may elected to supplement SHD with vacation time (25\% of pay = 2 hours per day).
- 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\textsuperscript{th} month of leave.

HR CONTACT
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