

# MEDICAL LEAVE REFERENCE GUIDE: MGS 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 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 21st 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 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
- Record salary continuation in UltraTime (your supervisor may do this on your behalf)

## 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 sick time and Short Term Disability (SHD) policies, as medically necessary with supporting medical documentation
  - First 20 work days are covered under sick time; if no sick time is available, vacation may be used
  - Beginning the 21st work day, compensation will be covered under SHD at a rate of 75% your base rate pay; you may be 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 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](http://www.gvsu.edu/hro/hrbp)

### **Phone**

(616) 331-2215

### **Fax**

(616) 331-3216