

MEDICAL LEAVE REFERENCE GUIDE: PSS 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 salary continuation and Short Term Disability (SHD) policies, as medically necessary with supporting medical documentation
 - First 20 work days are covered under salary continuation
 - 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

Phone

(616) 331-2215

Fax

(616) 331-3216