

Medical Leave: MGS 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 sick time and Short Term Disability (SHD) policies.

RESPONSIBILITIES

Birth Parent

- 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 sick time and extra vacation, if requested, in UltraTime (your supervisor may do this on your behalf)
- 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

Non-Birth Parent

- Notify supervisor and Human Resources of anticipated date of delivery, the amount of time that will be taken under FMLA (up to 12 weeks of leave), and how that time will be covered (paid, unpaid, or combination)
- Record sick time and vacation time in UltraTime, as necessary (your supervisor may do this on your behalf)

PAY/BENEFITS

Birth Parent

- 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
- 6 weeks (natural birth) or 8 weeks (C-section) covered by:
 - Sick time and/or vacation for first 20 work days (100% of pay) **AND**
 - Short term disability beginning with the 21st work day until the 6-8 weeks has expired (75% of pay). You will have the option to supplement SHD with vacation time (25% of pay = 2 hours per day).
- Additional 4-6 weeks may be taken as vacation or unpaid time

Non-Birth Parent

- 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
- Day of the birth and day child is brought home covered by sick time
- Additional time may be taken as vacation or unpaid time

Both Parents Employed by GVSU

- Shared bonding time (not medically necessary) of 12 weeks of FMLA leave total
 - Birth parent receives 6-8 weeks of medical necessary leave; Remaining 4-6 weeks is part of the shared bonding time
 - Non-Birth parent is eligible for up to 12 weeks of leave depending on amount of time taken by birth parent

HR CONTACT

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