

MEDICAL LEAVE FOR EMPLOYEE – OPERATING STAFF

University of New Hampshire

Type/Duration of Leave	Accrued Leave Usage
<p>1. Short duration:</p> <ul style="list-style-type: none"> - One hour (min of .25 hours), up to five days - Occasional medical appointments for part of a day 	<p>1. Earned Time, pay deduction. Sick Pool applies only if the employee has been on medical leave for at least five consecutive days, and subsequent intermittent leave is related to the same medical condition.</p>
<p>2. Extended medical leave. Family and Medical Leave normally applies (FMLA) *.</p> <p>a. More than 5 consecutive workdays. FMLA would continue if the employee returns to work part-time or on an intermittent basis. If the Certification of Health Care Provider form indicates the employee will be out of work for at least six months, the employee needs to complete an application for Long-Term Disability by the end of the third month. In that way the LTD application may be processed in a timely manner, avoiding possible delays in the approval process and the onset of the LTD benefit.</p> <p>b. Intermittent leave. Absences that are frequent but not consecutive (e.g., weekly medical appointment, medical treatment twice a week for a continued period)</p>	<p>2. Employee provides Certification of Health Care Provider form to Human Resources, and Request for Leave of Absence form to department (department completes and forwards the form to HR).</p> <p>a. Earned Time is used for the first five days, then accrued Sick Pool may be accessed. If the employee has no Sick Pool balance, he or she would continue to use Earned Time. Under FMLA policy, use of Earned Time/Sick Pool is <i>required</i>; may reserve up to 10 days of Earned Time. If Earned Time /Sick Pool become exhausted, unpaid leave** applies. Earned Time accrues during the first three weeks (15 days) of Sick Pool usage for each separate use of Sick Pool.</p> <p>http://usnholpm.unh.edu/USY/V.Pers/A.11.htm</p> <p>b. Earned Time. Sick Pool applies only if the employee has been on medical leave for at least five consecutive days, and subsequent intermittent leave is related to the <i>same</i> medical condition. Pay deductions would apply upon the exhaustion of Earned Time, or of Sick Pool (if Sick Pool usage is appropriate).</p>
<p>c. Workers Compensation. When an employee is away from work due to a Workers Compensation injury for more than five days, FMLA applies. Workers Compensation will continue for injuries beyond 12 weeks of FMLA.</p>	<p>c. The use of Earned Time, Sick Pool follows guidelines of USNH Workers Compensation policy.</p>

<p>d. Maternity Leave. Two parts of maternity leave: <u>1st part</u> - Leave due to <i>medical condition</i> related to pregnancy and/or childbirth; usually up to six weeks following the birth. The dates are determined from the completed Certification of Healthcare Provider form.</p> <p><u>2nd part</u> – Period beyond “medical portion” of maternity leave. An employee may elect, under FMLA*, to take 12 weeks off from work for the birth of a child. The period beyond the “medical” portion would be considered time away to care for the child. For example, if the employee takes six weeks for the “medical” portion, she may choose to take another six weeks to “care for the child” (assuming has 12 weeks available under FMLA)*.</p>	<p>2d. Maternity Leave: <u>1st part</u> - Earned Time is used for the first five days, then accrued Sick Pool may be accessed. If the employee has no Sick Pool balance, she would continue to use Earned Time; under FMLA the employee may reserve up to 10 days of Earned Time. If Earned Time/Sick Pool become exhausted, unpaid leave** applies.</p> <p><u>2nd part</u> - Options: - Sick Pool. Under the Family Leave Policy, employees with at least one year of benefits-eligible service may use up to 10 days per fiscal year to care for an immediate family member (the child in this situation). - Earned Time - If accrued leave becomes exhausted (and employee meets 10-day Sick Pool max under Family Leave) unpaid leave** applies. Under FMLA the employee may reserve up to 10 days of Earned Time.</p>
<p>4 Short Term Disability Income Insurance – Employees have the option to purchase this insurance through payroll deductions. It provides benefits for total disability resulting from non-occupational illness or accidents for periods of up to 26 weeks (includes maternity leave).</p>	<p>4. This is insurance purchased privately by the employee, and is treated separately from USNH benefits. Employees may use Earned time/Sick Pool while concurrently receiving income from approved application for short-term disability.</p>
<p>5. Long Term Disability – When an employee’s Certification of Health Care Provider form indicates he/she will be on extended medical leave for more than three months, he/she should begin the application process for Long Term Disability. LTD is one of the core benefits offered to University employees. If an employee is approved for long-term disability, he or she will receive the pre-selected level of coverage, in conjunction with Social Security Benefit.</p>	<p>5. Earned Time is used for the first five days, then accrued Sick Pool may be accessed for the remainder of the six-month period of absence. If the employee has no Sick Pool balance, he or she would continue to use Earned Time; under FMLA the employee may reserve up to 10 days of Earned Time. If Earned Time/Sick Pool become exhausted, unpaid leave** applies.</p>

* Family and Medical Leave Act (FMLA) applies for extended and intermittent absences relative to a serious health condition, with supporting Certification of Health Care Provider form as well as Request for Leave of Absence form, and confirmation from Human Resources. To be eligible an employee must have been employed within USNH for at least 12 months in total and must have worked at least 1250 hours during the 12 month period preceding the start of the leave. When a leave meets the conditions of FMLA, the institution

and the employee are required to comply with FMLA policy. FMLA provides up to 12 weeks away from work for qualifying situations and is unpaid unless the employee has sufficient accrued leave to cover the absence (for employee illness USNH policy provides for holding the position for six months). <http://usnholpm.unh.edu/USY/V.Pers/A.17.htm>

** When unpaid leave applies, the employee may continue core benefits coverage (medical, dental, life insurance, long term disability, retirement contributions). Payment of premiums/retirement contributions is made through the USNH Benefits Office.

Note: Above description is intended to summarize application of USNH policy. For details on all benefits provisions, refer to USNH policy (available on UNH Human Resources' web site at: www.unh.edu/hr)