

MEDICAL LEAVE FOR EMPLOYEE – EXEMPT STAFF
University of New Hampshire

Type/Duration of Leave	Accrued Leave Usage
<p>1. <u>Short Duration</u></p> <ul style="list-style-type: none"> - Half day increments or full days, up to 5 days - Includes occasional medical appointments for part of a day 	<p>1. Sick leave, Annual Leave. When accrued leave becomes exhausted, pay deduction applies. If pay deduction occurs, be sure to obtain a written request from the employee for time away; this documentation is required when pay deduction for a short duration occurs for exempt employees. http://usnholpm.unh.edu/USY/V.Pers/A.13.htm</p>
<p>2. <u>Extended Medical Leave.</u> Family and Medical Leave (FMLA) normally applies *.</p> <p>a. More than 5 consecutive workdays, but less than six months. FMLA would continue if the employee returns to work part-time or on an intermittent basis.</p> <p>b. Intermittent leave: Absences that are frequent but <i>not</i> consecutive (e.g., weekly medical appointment, medical treatment twice a week for a continued period)</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 the 12 weeks of FMLA.</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 birth. The dates are determined from the completed Certification of Healthcare Provider form.</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. Sick Leave, Annual Leave. Under FMLA policy, use of Sick Leave and Annual Leave are <i>required</i> (may reserve up to 10 days of annual leave under FMLA). When accrued leave becomes exhausted, leave without pay applies.**</p> <p>b. Same as #2a above</p> <p>c. The use of Sick Leave and Annual Leave follows the guidelines of USNH Workers Compensation policy http://usnholpm.unh.edu/USY/V.Pers/A.16.htm</p> <p>Maternity Leave: <u>1st part</u> -- Sick Leave and Pregnancy-Related Interim Disability, which provides salary continuation upon exhaustion of sick leave until the employee is medically able to return to work (usually six weeks following birth). Certification of Health Care Provider form, as well as Request for Leave of Absence form are required. http://usnholpm.unh.edu/USY/V.Pers/A.14.htm</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 she has 12 weeks available under FMLA)*.</p> <p>Interim Disability: If the Certification of Health Care Provider form indicates the employee will be out of work for at least six months, Interim Disability applies if accrued sick leave becomes exhausted.</p>	<p><u>2nd Part</u> -- Under the USNH 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). If accrued leave becomes exhausted (and employee meets 10-day Sick Leave max under Family Leave), unpaid leave applies**. Under FMLA the employee may reserve up to 10 days of Annual Leave.</p> <p>Sick leave is used until exhausted. At that point the USNH Interim Disability policy applies. The department continues payment of the employee’s salary and benefits up to a total of six months absence from work inclusive of sick leave. Departments are required to hold the position open for six months. The employee will need to complete an application for Long-Term Disability by the end of the third month. In this 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>http://usnholpm.unh.edu/USY/V.Pers/A.14.htm</p>
<p>Long-Term Disability: Employee needs to complete application for Long-Term Disability by the end of the third month of leave.</p>	<p>Long-Term Disability may provide income and continuance of benefits following the expiration of Interim Disability</p> <p>http://usnholpm.unh.edu/USY/V.Pers/A.15.htm</p>
<p>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>This insurance is purchased privately by the employee, and is treated separately from USNH benefits. Employees may use sick leave/annual leave while concurrently receiving income from approved application for short-term disability.</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)