



## You may be eligible for two types of medical leaves for a serious health condition: Family and Medical Leave Act (FMLA) and Short-Term Disability (STD)

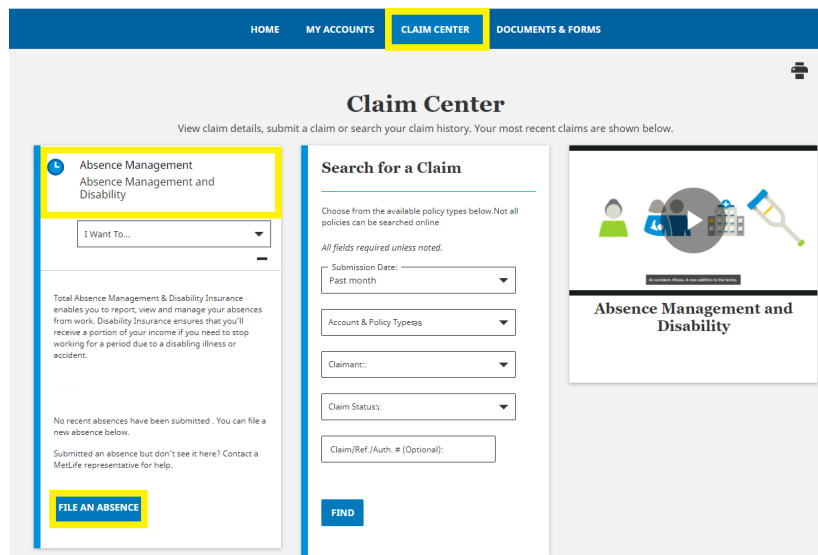
FMLA is a federal law that provides up to 12 weeks (60 working days) of unpaid, job-protected leave to eligible staff members. In order to qualify, you must have been employed by the University System of New Hampshire (USNH) for at least 12 months and worked at least 1,250 hours for USNH in the past 12 months.

Short-Term Disability is a University paid benefit that provides an income replacement of your weekly salary for your own medical condition for up to 26 weeks. To qualify, you must be in a position covered by the UTime program for at least 60 days.

If approved for Short-Term Disability and eligible for Family Medical Leave, these benefits will run concurrently.

### How do I apply for STD/FMLA?

- Complete the Request for Leave of Absence Form, found online at [www.unh.edu/hr/leave-of-absence](http://www.unh.edu/hr/leave-of-absence)
- Submit your claim for Short-Term Disability/FMLA with MetLife.
  - Call in the claim
    - Short-Term Disability: 1-888-608-6665
    - Intermittent FMLA or FMLA to care for a family member: 1-888-284-3951
  - Online at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)
    - First time users must register. Select "Register now". **Employer Name is: University System of New Hampshire.**
    - Once registered, select the "Claim Center" tab
    - Under Absence Management and Disability, select "File an Absence" and the system will prompt you through next steps.
- MetLife will mail you a packet of information with forms to complete and return directly to them.
- HR Benefits will be advised of claim status and will manage pay accordingly.



## Why should I apply for FMLA/STD?

FMLA leave is meant to protect you and your job. Even if you have paid time off to cover your entire leave, you are still required to file a claim. University policy requires that you file an FMLA claim if you have missed more than three consecutive work days. If you are normally off on a weekend and you are off work Thursday, Friday, and Monday, you must file an FMLA claim on Tuesday if you are still off from work.

## What is short-term disability (STD)?

STD provides income replacement for an absence caused by your own medical condition. You may be eligible for up to 26 weeks of STD leave. The length of time you will be approved for depends on your condition. MetLife and your attending physician will work together to determine the dates in which your leave will be approved.

- A waiting period of 7 calendar days may apply and accrued sick time (or personal time/banked earned time) will be used.

If you have fewer than 5 paid days to use (sick, personal, banked earned time), a portion of your waiting period may be unpaid. Once you have completed the waiting period, you will receive disability payments from UNH payroll per the schedule below.

Week 1	Elimination period may apply, otherwise STD pay at 100%
Week 2 - 8	STD pay at 100%
Week 9 – 26	STD pay at 60%

## Do I have to code my time off in Kronos while on leave?

Your HR Benefits contact will partner with you on completion of your time record while you are on a leave.

## Do I have to use paid time off when I am on Medical leave?

You are required to use your accrued time for the STD waiting period if applicable. If your leave transitions to 60% pay at 9 weeks, you have the option to supplement that pay with your own accrued time.

- If you do not have enough sick time to cover your elimination period, you can either use personal or banked Earned Time (if available) to be paid for that time, or a portion of your elimination period will be unpaid.

## Do I accrue personal and sick time during a leave?

No, you do not accrue sick or personal time while receiving Short-Term Disability or Parental Leave pay.

## What should I do if I do not meet the eligibility criteria for FMLA/STD?

You may request a personal leave through your department. If approved, a leave of absence agreement outlining the details of the leave must be reviewed by your Supervisor and HR Partner.

## Do I receive payment for University holidays during my leave?

A University holiday day does not extend either a paid or unpaid leave. However, if you have sick or personal days that you are applying toward the leave and these days fall before and after a University holiday, then you will receive pay for the holiday. You will not be paid for holidays that fall during the unpaid portion of your leave.

## What if I'm part of a collective bargaining unit?

Reference your collective bargaining agreement for your union's specific leave requirements and process.

## I was a temporary employee prior to being hired as a staff employee. Does my time at a temporary status count towards FMLA eligibility?

Yes. Time as a University employee, including time worked as a temporary employee, counts toward FMLA eligibility.

## What happens to my benefits and other deductions while I am on FMLA/STD?

If you use your paid time off to cover the leave, or if you are receiving STD payments, you continue to have your deductions processed from your paycheck. If you are on an unpaid leave you will be billed for premiums.

## What is required when I return to work?

You must contact your department to inform them of your return to work date. The end date of your leave must be the same date your FMLA claim is approved through. You must also provide MetLife with a fitness for duty (return to work slip) from your attending physician.

If you do not return to the University at the end of an approved leave and work for at least 30 calendar days, you may be required to repay to the University premiums that were paid on your behalf as a staff member. Recovery of premiums will be made consistent with FMLA.

## Who do I call if I have questions?

MetLife ..... 888-608-6665

HR Benefits Department.....603-862-0504