MEDICAL LEAVE GUIDE

Do you need to take medical leave? Here are items to think about.

Family Medical Leave Act (FMLA)

The FMLA provides eligible employees with up to 12 weeks of unpaid job-protected leave for qualifying family and medical reasons. Health insurance and other benefits remain intact while on approved FML and you are guaranteed reinstatement to the same or equivalent job position upon the conclusion of leave. You may elect to use paid leave accruals in conjunction with FML.

Talk to your payroll representative or supervisor to determine your eligibility for leave under the FMLA. If you are eligible, Human Resources (HR) will provide you with a blank medical certification form to be completed by your healthcare provider. You will have 15 days to return this completed medical certification to HR. HR will review the information on the medical certification and provide a Designation Notice to you within five (5) business days informing you if your leave request is approved or not approved.

If you are ineligible for FML, you will need to make alternate leave arrangements with your supervisor (e.g. Sick leave without pay, Personal leave without pay).

Available leave accruals and approval

Sick leave and other leave accruals are available for your use, but must be approved by your supervisor. When you will be on leave without pay for more than half of a pay period, the Leave Without Pay Notification Form (LCHR-20) must be completed. This can be found on the Bulletin Board / Human Resources webpage under 'HR Forms'.

If you don't have sufficient sick leave to cover your absence, you may apply for the short term disability benefit. See below for more information.

Sick Leave Without Pay

If you are on Sick Leave Without Pay for more than half of a pay period, there are no leave accruals; however, the County will continue to pay the employer share of the premiums.

Personal Leave Without Pay

If you are on Personal Leave Without Pay for more than half of a pay period, there are no leave accruals, and the employee is responsible for paying both the employee and employer share of premiums.

Benefit deductions

Make sure your benefits payments will continue to be paid during the time you're unable to work. Contact HR Benefits to make arrangements if you will be on leave without pay at any time during your leave. The Benefits Policy requires you to use sufficient paid

leave accruals to cover your benefits while you are on leave, if available. When all paid leave accruals have been exhausted, you will receive a monthly statement from HR that lists the benefit premiums you will need to pay .

Short term disability (VOYA)

Contact VOYA directly to file a claim: 866-228-8742

If the medical leave is anticipated, call prior to beginning the leave to start the short term disability (STD) claim process. If it's an unplanned medical situation, call as soon as you can.

There is a waiting period of 2 weeks or the exhaustion of your sick leave, whichever is the greatest, before STD income replacement begins.   The maximum STD period is 90 days, including the waiting period; however, your approved STD benefit period may be less than this depending on the medical condition. Contact VOYA for more information.

Long term disability (VOYA)

Contact VOYA directly to file a claim: 866-228-8742

Long term disability has a waiting period of 90 days. If you are unable to return to work and you've been on STD, VOYA will automatically file the claim through the long term disability (LTD) process. If you've had enough paid accruals to use while on leave and have not applied or qualified for STD, call Voya as soon as you can prior to the expiration of the 90 day waiting period.

Medical insurance (UMR)

If you have questions about any medical claims, contact UMR at 800-320-3206

Questions:

Related to Your Benefits

Jennifer Fairman   498-5983
Kathy Harris   498-5986
Kelly Wachtman   498-5975

Related to FMLA

Erin Schmidt   498-5981

For more information on the various leave types, see the Benefits Policies, which are located on the Bulletin Board.