

LEAVE OF ABSENCE AT-A-GLANCE

Type Of Leave	Eligibility Requirements	Timeframe
Bereavement Leave (paid)	Benefit eligible employees	3 days
Discretionary Leave (unpaid)	Benefit eligible employees	Up to 12 Months
Domestic Leave (unpaid)	Eligible after 90 days of employment	3 days
FMLA - Family and Medical Leave (unpaid)	Employed at least 12 months and worked 1250 hrs	Up to 12 weeks (26 weeks Military related)
Jury Duty	When called to serve	Determined by the Court
Military Leave (unpaid)	Full-time and part-time employees	Up to 5 years
Sick Leave (paid)	Work at least 19.2 hrs a week – eligible after 90 days of employment	Accrual up to 26 weeks
Medical Leave (Unpaid)	Benefit eligible employees	Up to 6 Months
Short Term Disability (60% pay)	Eligible after 90 days of employment	8-180 days
Long Term Disability	Insurance carrier determines eligibility	Greater than 26 weeks

Role And Responsibilities

Employee	Manager	HR Contact	Benefit Department
<ul style="list-style-type: none"> ➤ Notify or submit request in writing to supervisor in advance when leave is foreseeable ➤ Provide medical certification/supporting documentation in a timely manner to Benefits Dept. ➤ Every four weeks provide status update and/or expected return date to supervisor and Benefits Dept. 	<ul style="list-style-type: none"> ➤ Discuss with employee relevant information such as start/return date ➤ Inform HR Contact ➤ Complete employee Timesheets (Non-Exempt) ➤ Confirm with Benefits Dept. if EE is cleared to return to work 	<ul style="list-style-type: none"> ➤ Completes LOA Notification Form (on-line) ➤ Forward any medical documentation or EE communication to Benefits Department ➤ Confirm with Benefits Dept. if EE is cleared to return to work ➤ Notify Benefits Dept. when EE is back in the office 	<ul style="list-style-type: none"> ➤ Review LOA Notification Form ➤ Evaluate Eligibility ➤ Send out relevant paperwork to EE and Physician ➤ Inform HR Contact on approval/denial of leave request ➤ Communicate with EE

Managers Do's And Don't

Do's	Don't
Ask about duration of leave and expected return date	Retain medical information
Send Dr.'s note to HR Contact or Benefits Department	Ask employee any medical related questions
Keep communication open with employee and OHR	Provide any diagnosis
Respect employee medical privacy (HIPPA)	Make employment decision based on EE's LOA status
Maintain confidentiality	Use L

- ✓ Leaves are discretionary unless required by law and must be approved in advance by Supervisor
- ✓ EE requires to use all available sick, personal and vacation leave before taking unpaid time off
- ✓ No work at other jobs while on medical leave
- ✓ Some of these leaves may run concurrent

For further details and full Leaves Policies please visit:

http://www.nova.edu/cwis/hrd/emphanbk/leave_policies.html