



Leave of Absence and Disability Glossary

Explore our Leave of Absence and Disability Glossary, designed to provide simple and accessible explanations of terms related to time off and workplace accommodations for easy understanding.

A

Accrued Time

The accumulation of earned but unused vacation, sick, personal, and/or rolled over time off.

ADA

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against people with disabilities in employment, transportation, public accommodations, communications, and access to governmental programs, etc. It applies to many areas of the workforce in regard to hiring and mandates accommodations for those with specific needs.

Source: <https://www.dol.gov/general/topic/disability/ada>

C

Caregivers

An important aspect of FMLA is that it also provides job protection for eligible employees who need to take a leave of absence to provide care to an ailing family member.

Concurrent

At the same time, simultaneous.

Continuous Service

Continuous service means service from the latest date of hire. Times of absence and lay offs are not considered breaks in service for this purpose.

E

EAP

Employee Assistance Program (EAP) is a benefit that provides confidential counseling and support services to help employees address personal, financial, and work-related issues.

EEOC

The EEOC, or Equal Employment Opportunity Commission, is a U.S. government agency responsible for enforcing federal laws that prohibit workplace discrimination based on factors such as race, sex, and disability.

Exhausted

Allotted paid time (such as vacation or PTO) is used and recorded prior to a Leave of Absence.

F

FMLA

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of qualifying employers to take unpaid leave for covered reasons, while keeping their job protected. Eligible employees are entitled to 12 work weeks of leave taken within a 12-month period for birth or adoption of a new child, to care for an immediate family member who has a serious health condition, or to deal with a personal health condition that prevents an employee from working. The FMLA also provides certain military family leave entitlements. An eligible employee may take FMLA leave for specified reasons related to certain military developments. Additionally, an eligible employee may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

Source: <https://www.dol.gov/general/topic/benefits-leave/fmla>

H

HRC

HR Contacts.

I

Intermittent Leave

FMLA provides up to 12 weeks of unpaid leave for qualified employees, which can be taken at any point within a 12-month timeframe.

K

Kronos

NSU's time keeping system.

L

Leave of Absence (LOA)

A Leave of absence is approved time off work. Leaves of absence can be granted for the following reasons: care for a newborn or newly adopted child, care for a seriously ill family member, employees' personal medical condition, military service, education, government service, personal reasons, or long-term disability.

Lincoln Financial Group

Lincoln Financial Group is NSU's third-party leaves administrator.

Long-Term Disability (LTD)

Long-term disability (LTD) refers to a disability benefit that provides income replacement for an extended period when an individual is unable to work due to a qualifying disability.

M	Maternity Leave
	Maternity leave is a period of time that a mother takes off from work before and after the birth of a child to recover and care for the newborn.
	Military Leave of Absence
	Available to employees or dependents of employees who have a Selective Service induction, A-1 enlistment, or a call-up as a member of the National Guard or Reserve.
O	OHR
	Office of Human Resources (OHR)
P	PTO
	Paid time off
	Paternity Leave
	Paternity leave is a period of time that a father takes off from work to be with and care for a newborn or newly adopted child.
R	RTW
	Return to work. // Return to work form.
S	Short-Term Disability
	Short-term disability (STD) refers to an insurance benefit that provides income replacement for a limited duration, typically covering a portion of an individual's salary, when they are unable to work due to a temporary disability or illness.