

## Department Guidelines for Employees on Medical Leave

1. Contact Employee Records if an employee is or expects to be off longer than 3 days for an illness or injury of themselves, a spouse, domestic partner, parent, or child.
2. HR will send a medical leave packet to the employee.
3. When a medical statement is received by HR, you will receive a copy of the letter sent to the employee indicating if they are approved for Family and Medical Leave (FMLA). If the employee is civil service, the letter will also indicate if he/she is eligible for Extended Sick Leave (ESL). This letter will state what type of leave the employee is entitled to and the expected return to work date. Intermittent leave schedules will be coordinated with the department, if applicable.
4. If an employee is approved for ESL, all absences related to the Extended Sick Leave should be reported on the fringe benefit report under the ESL column. Copies of absence slips, marked 'FMLA' or 'ESL' will need to be sent to Employee Records. In cases of intermittent leave, all absence slips should be sent to HR prior to or with the fringe benefit reports for verification of absences which qualify for ESL or FMLA.
5. It is the department's responsibility to inform HR when the employee has exhausted his/her sick leave and vacation (if applicable). If an employee has exhausted all paid benefits, a Change of Assignment Form should be processed. These forms are necessary to remove the employee from payroll. If the form is processed late, it may cause the payroll check to be held. **Send the change of assignment form promptly.**
6. Any information regarding ESL or FMLA is confidential. Do not share medical information with co-workers or others in your department.
7. The employee must present a return to work release from the physician prior to returning to work if the leave is for the employee's own illness. A copy of this release must be sent to HR Records. If the employee does not return, additional documentation from the physician is required.
8. Please contact HR Records with any questions or problems you may have at 453-6698.