

Department Guidelines for Employees on Medical Leave

1. Contact Human Resources at 453-6690 if an employee is or expects to be away from work for a serious illness or injury of themselves, or to care for a spouse, domestic partner, parent, child or member of their household with a serious health condition.
2. Human Resources will coordinate with the employee to ensure a medical leave packet is completed. The application is also available at this link, <https://hr.siu.edu/forms/sick.php>.
3. When the application is received by Human Resources, you will receive notification indicating if they are approved for Family and Medical Leave (FMLA). If the employee is civil service, it will also indicate if he/she is eligible for Extended Sick Leave (ESL). Your notification will explain 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. The ESL policy for civil service employees is copied below:

- A. *In addition to the regular sick leave referred to above, Extended Sick Leave (ESL) will be granted to all eligible civil service employees at the rate of 20 work days per fiscal year. ESL will be proportionate to the percentage of full-time equivalent (FTE) employment. Employees must have worked at least 6 months in a status position to be eligible for the benefit.*
Any absence that qualifies for Family and Medical Leave (FMLA) will be eligible for the Extended Sick Leave benefit with proper documentation. The leave must be approved by Human Resources for the employee to use the ESL benefit. ESL can be used intermittently and for an illness or injury of a member of the immediate family or household. For these purposes, the immediate family is defined as spouse, domestic partner, child and parent. Household includes anyone who maintains a family relationship with an employee and lives in the employee's home. ESL may not be carried over from one fiscal year into the next. If an absence covered by ESL extends from one fiscal year into another, the employee must return to work before becoming eligible for an additional 20 days in the second fiscal year, unless otherwise approved due to a catastrophic illness. Employees who are not in active pay status are not eligible for this benefit. Vacation and regular sick leave will continue to accrue during the use of the ESLB. Extended sick leave time, in cases of employees who are eligible, will be deducted from the 12-week family and medical leave entitlement.

Prior to returning to work from extended sick leave due to an employee's own medical condition, the employee must obtain a medical release, in accordance with the policy for Medical Certification, Examination, and Inoculation.

4. Copies of all absence slips marked 'ESL' and/or 'FMLA' will need to be sent to Human Resources at HRFringe@siu.edu.
All files should be named with the pay period type and number, the employee's name, and the number of ESL hours requested. Example: BW15 - Doe, John - 7.5 hrs.
5. In cases of intermittent leave, ESL/FMLA absence slips should be sent to Human Resources prior to or with the fringe benefit reports. Civil service semi-monthly employee absences related to Extended Sick Leave should be reported on the fringe benefit report under the ESL column. Absences should be reported as regular sick for civil service bi-weekly employees approved for ESL. Human Resources will adjust time as necessary.
6. It is the department's responsibility to inform Human Resources when the length of the employee's leave could result in the exhaustion of his/her sick leave and vacation (if applicable). Contact Human Resources promptly for guidance so the appropriate forms are completed and processed in a timely manner. If the form is delayed, it may cause the employee to be overpaid.
7. Any information regarding FMLA or ESL is confidential. Do not share medical information with co-workers or others in your department.
8. 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 Human Resources.
9. If you have any questions concerning the medical leave process, please contact the applicable Human Resource representative listed below:

Faculty/AP employee leaves – 453-6685
Civil Service employee leaves – 453-6690