

## **PROCEDURES FOR REQUESTING LEAVE AND RETURNING TO WORK**

### **MEDICAL LEAVE**

- 1) Obtain Leave Request Forms from the Office of Human Resources, Cook Administration Building, Room 203. Complete form.
- 2) Provide statement from your doctor to the Human Resources Officer. Human Resources will initial the form to show receipt of the doctor's statement.
- 3) Submit completed Leave Request Form to your supervisor for signature. Return the signed form to the Office of Human Resources.
- 4) The Office of Human Resources will process the Leave Request Form and forward it to the Payroll Department.
- 5) The Payroll Department will process the Leave Request Form and deduct time from your sick leave during the requested period of absence. Your supervisor does not have to submit time cards to the Payroll Department during your approved leave (civil service employees only.)
- 6) If you anticipate using all of your sick leave before the end of your requested medical/family medical leave and you want Payroll to deduct from your accrued leave, please check accrued leave also on the Leave Request Form.
- 7) Return all copies of the form. Copies will be distributed to the employee and supervisor after it is processed for payroll.
- 8) For extended absences, doctor's statements must be updated and resubmitted to Human Resources every 30 days.

**RETURNING TO WORK OR EXTENSION OF MEDICAL LEAVE**

- 1) Approximately two weeks prior to the end of your requested medical leave period, you must submit a Return to Work Form with a doctor's statement attached (releasing you to return to work or requesting an extension of your leave) to your supervisor.
- 2) Your supervisor is required to verify the effective date of your return to work, or that you are requesting an extension of your medical leave.
- 3) The supervisor is to forward all copies of the form, along with the doctor's statement, to the Office of Human Resources for processing.
- 4) The Office of Human Resources will notify the Payroll and Benefits Departments. Copies will then be sent to the employee and supervisor.
- 5) The Payroll Department will take appropriate action.
- 6) If you have been off pay status, upon receipt of this form by the Payroll Department, you will be returned to pay status.

For additional information, contact the Office of Human Resources at extension 3542 (Civil Service or extension 2360 (Faculty or Administrative).

