

POLICY TITLE
EMPLOYEE LEAVE POLICY
PROCEDURE 7-004.1
MEDICAL LEAVE PROCEDURES

I. POLICY STATEMENT AND RATIONALE

This policy is intended to define and incorporate in one policy the various types of leaves of absence and policies related thereto in order that procedures can be developed and maintained and in accordance with, Southern University System, State and Federal regulations.

II. POLICY

Employees cannot be absent from their duties without proper authorization. It is the responsibility of the department head, supervisor, or other designee to receive and to review leave requests for employee's absences and approve or disapprove such requests in accordance with System policy and to ascertain that accurate leave records are maintained for reports on leave accrued and leave taken. No employee shall approve or solely maintain records for their own leave of absence.

III. MEDICAL LEAVE PROCEDURES

A. Medical Leave

Leave granted for a longer absence due to the serious health condition or a family medical emergency.

B. Employee completes the electronic Medical Leave of Absence Form listing the most accurate begin and end dates known for their leave and submits the form to their supervisor/manager for review and first line approval. An

employee must complete the form as soon as practicable upon learning of for their leave of absence (30 days would be ideal). **An employee must complete a new Medical Leave of Absence form for each leave extension.**

- a. The Supervisor's supervisor will be the second line approval.
 - b. The Department Head will be the third line approval
 - c. After the department head approves the Medical Leave Form, the form will be forwarded to the Campus HR department.
- C. Employee completes the necessary FMLA medical certification form (for employee's serious health condition) and the FMLA Family medical certification form (for family member's serious health condition). Employees should complete this medical certification form even if their leave may not qualify under the FMLA provisions. For example, an employee may have exhausted their twelve (12) work weeks for designated FMLA leave, but still have a documented medical need to be absent. If a request is an extension, the employee must complete a new electronic Medical Leave form and also submit an updated FMLA/ medical certification form to the Campus HR department.
- D. Employee maintains responsibility for continuing payments for health insurance and/other benefits premiums for themselves and applicable spouses/dependents to ensure coverage, when/if they exhaust paid leave.
- E. Campus HR department reviews the electronic Medical Leave form.
- F. Campus HR department approves the electronic Medical Leave form and submits the form to the Campus Chancellor for approval.
- G. Upon Campus Chancellor approval, the Medical Leave Form is submitted to the Campus HR department for final processing.
- H. The Campus HR department drafts a medical leave agreement letter and prepares a calendar for the employee, detailing the length of the medical leave, type of leave that will be used for the duration and if any portion of the leave will be unpaid.

- I. The Campus HR department will meet with the employee to discuss the medical leave agreement, leave balances and FMLA if applicable.
- J. The Campus HR department will email all necessary documentation to all applicable departments.
- K. The Campus HR department will review the Medical Leave database regularly, contact the employees who are due to return within one to two weeks, in addition to employees who may need to revise their current leave dates.
- L. The Campus HR department will use the Medical Leave database for leave balances and leave without pay to inform and to update payroll processing.
- M. The Campus HR department will create new medical leave agreement and calendars as needed.