STAFF LEAVE OF ABSENCE CHECKLIST

WHAT TO DO PRIOR TO GOING ON MEDICAL LEAVE:

☐ Notify your HR Generalist at least one month prior to your leave start date to ensure that your leave will be properly recorded and entered in HBS or it may affect or delay your payroll or disability payments. If the leave is unforeseeable, notify your supervisor and HR Generalist as soon as possible about your need for leave.

☐ HR Generalist will send you a leave packet containing the Notice of Eligibility of Rights and Responsibilities as well as the following forms that need to be completed and returned within 15 days:

  - Certification of Health Care Provider. This form must be completed by your health care provider.
  - Leave of Absence (LOA) Request form. You will complete the employee section of the form.

☐ If eligible, apply online for short term and/or supplemental disability benefits. Go to the Benefit’s web page http://ucsfhr.ucsf.edu/index.php/benefits/article/3369 and click on the Disability Claims Procedures link.

WHAT TO DO WHILE YOU ARE STILL OUT ON LEAVE:

☐ If you go off pay status (unpaid leave), you will need to pay for the employee or both the employer/employee contributions for your benefits.

  - You should receive a letter outlining your required benefit payment. If you don't, you will need to contact Payroll at PayrollBenefits@ucsf.edu or phone: 415-476-3836 to make arrangements to pay your portion of the health plan premiums so you can continue receiving your benefits.
  - If enrolled in a Health Flexible Spending Account (FSA) and covered by FMLA – complete the UPAY 850 form to designate the status of your FSA Account before going on LWOP.

☐ If you have applied for Liberty Mutual benefits, the short term and/or supplemental disability benefits become payable after you have met your waiting period and you are off UC pay status. If you are receiving both Liberty Mutual and UC pay at the same time, contact your HR Generalist immediately as you are likely being overpaid by the University and you will need to return the amount paid.

☐ If you were eligible for FMLA at the time of your leave, request that your Healthcare Provider complete the Return to Work Certification http://ucsfhr.ucsf.edu/files/fmlaretrn.pdf prior to your return to work. If you were not FMLA eligible, have your Provider complete a release to return to work that is signed and dated on letterhead. Send the completed form to your HR Generalist. If you are released to return on restricted basis, ask your health care provider to clearly outline the work restrictions and duration of the restrictions so we can work with you and your supervisor on assessing any reasonable accommodations requested.

WHAT TO DO WHEN YOU RETURN TO WORK:

Please note: you cannot return to work until your HR Generalist or supervisor receive a Return to Work Certification from your health provider.

☐ On your first day back to work, you will need to complete the Enrollment, Change, Cancellation form (UPAY 850). This form must be received by the UCSF Payroll Office (box 0812) or UCSF HR Benefits Office (Box 0918; COSolutions@ucsf.edu; phone: 415-476-3836), before the end of the last working day within a 31 day period upon return to work.