

## Absence Management Programs At-a-Glance

	Personal Leave of Absence (LOA)	Short-Term Disability (STD)	Long-Term Disability (LTD)	Family and Medical Leave Act (FMLA)	Workers' Compensation	Leave for Active Military Service	Military Reserve Training Leave
<b>What it Does</b>	<ul style="list-style-type: none"> <li>Provides for excused leave without pay</li> </ul>	<ul style="list-style-type: none"> <li>Provides income protection for non-probationary, benefits-eligible staff</li> </ul>	<ul style="list-style-type: none"> <li>Provides insurance benefit which replaces lost wages if unable to work for three months or more</li> </ul>	<ul style="list-style-type: none"> <li>Provides eligible employees with 12 weeks of unpaid time off in a 12-month period</li> </ul>	<ul style="list-style-type: none"> <li>Provides income protection; pays medical bills of employee with work-related injury or illness</li> </ul>	<ul style="list-style-type: none"> <li>Provides regular pay for the first month in which an employee-reservist is called for active military service</li> </ul>	<ul style="list-style-type: none"> <li>Provides 15 days Univ. base pay for regular employee on reserve training leave - must turn in military pay</li> </ul>
<b>Reasons for Leave</b>	<ul style="list-style-type: none"> <li>Attend school</li> <li>Personal</li> <li>Military service</li> <li>Medical</li> <li>Union business</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Non-work-related injury or illness</li> <li>Pregnancy-related disability</li> </ul>	<ul style="list-style-type: none"> <li>Accident</li> <li>Sickness</li> <li>Injury</li> <li>Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>Care for child after birth/adopt or foster care</li> <li>Care for spouse, Univ.-registered domestic partner, child or parent with a serious health condition</li> <li>Own serious health condition (unable to work)</li> </ul>	<ul style="list-style-type: none"> <li>Injury or illness arising out of and in the course of employment</li> </ul>	<ul style="list-style-type: none"> <li>Active military service</li> </ul>	<ul style="list-style-type: none"> <li>Military reserve training</li> </ul>
<b>Length of Leave</b>	<ul style="list-style-type: none"> <li>One to 12 months; must have one year of continuous service with the University</li> </ul>	<ul style="list-style-type: none"> <li>Up to 13 weeks</li> <li>Contract provisions apply</li> </ul>	<ul style="list-style-type: none"> <li>Ends at age 65</li> </ul>	<ul style="list-style-type: none"> <li>12 weeks in a 12-month period</li> </ul>	<ul style="list-style-type: none"> <li>While employee is medically authorized to remain off work by a treating physician &amp; until reaching max. medical improvement</li> </ul>	<ul style="list-style-type: none"> <li>One month; after one month, employee may use vacation and personal holidays to maintain full salary for a one-month period</li> </ul>	<ul style="list-style-type: none"> <li>Up to 15 days</li> </ul>
<b>Paid/Unpaid</b>	<ul style="list-style-type: none"> <li>Unpaid</li> </ul>	<ul style="list-style-type: none"> <li>Paid</li> </ul>	<ul style="list-style-type: none"> <li>Paid</li> </ul>	<ul style="list-style-type: none"> <li>Unpaid</li> </ul>	<ul style="list-style-type: none"> <li>Paid</li> </ul>	<ul style="list-style-type: none"> <li>Paid</li> </ul>	<ul style="list-style-type: none"> <li>Paid</li> </ul>
<b>Effect on Accruals</b>	<ul style="list-style-type: none"> <li>Begins when accrued vacation and personal holidays are exhausted</li> <li>Accrued sick leave remains intact</li> <li>Paid time off accruals cease</li> </ul>	<ul style="list-style-type: none"> <li>Sick accruals must be exhausted before STD benefits begin</li> <li>Maintains previously earned personal holiday and vacation accrual balances</li> <li>Accruals cease</li> </ul>	<ul style="list-style-type: none"> <li>An employee does not accumulate accruals once he/she is on LTD.</li> </ul>	<ul style="list-style-type: none"> <li>Employee may use accrued vacation and personal holiday time as part of FMLA leave</li> <li>Employee may use accrued sick time for own health condition; cannot use sick time to care for others</li> </ul>	<ul style="list-style-type: none"> <li>Use accruals to continue full salary; or</li> <li>Have TTD payment made to employee directly and request payment of one-third of his/her salary based on accruals; or</li> <li>Have TTD payment made to employee and be billed for benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Any staff employee-reservist whose training period extends beyond three consecutive workweeks, should be placed on unpaid LOA for any time not covered by vacation, personal holiday time or paid military leave.</li> </ul>	<ul style="list-style-type: none"> <li>An employee who is eligible for accrued vacation or personal holidays may elect to use such time to cover military leave time and retain military pay, excluding allowances</li> </ul>
<b>Effect on Benefits</b>	<ul style="list-style-type: none"> <li>Medical insurance must be maintained (at employee's expense) for three months to have immediate coverage upon return to work</li> <li>Employee may opt to maintain dental, life, Personal Accident Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Counts toward the 12-week FMLA allotment</li> <li>Medical, dental, Personal Accident, group life insurance continue at the same level as before STD leave</li> <li>Maintains original benefits-eligible service date</li> </ul>	<ul style="list-style-type: none"> <li>The University treats an employee who is on LTD leave as an active employee for some benefits</li> </ul>	<ul style="list-style-type: none"> <li>An employee has the right to health-benefits continuation as if he/she was at work</li> </ul>	<ul style="list-style-type: none"> <li>Workers' Compensation benefits offset LTD income payments</li> </ul>	<ul style="list-style-type: none"> <li>Personal Accident Insurance and Business Travel Accident Insurance cease immediately upon taking military leave</li> <li>Coverage under a University health plan may continue at an employee's own expense</li> </ul>	<ul style="list-style-type: none"> <li>An employee-reservist whose training extends beyond three consecutive weeks should be placed on unpaid leave of absence (LOA) for any time not covered by vacation, personal holidays or paid military leave</li> </ul>
<b>Effect on Job Status</b>	<ul style="list-style-type: none"> <li>Approval does not guarantee reinstatement</li> <li>A unit has the option of holding open an employee's job</li> </ul>	<ul style="list-style-type: none"> <li>An employee has the right to reinstatement to the same job</li> <li>Failure to return to work at the expiration of STD leave may result in termination</li> </ul>	<ul style="list-style-type: none"> <li>Reinstatement is at the discretion of the University and is subject to applicable law</li> </ul>	<ul style="list-style-type: none"> <li>An employee has the right to reinstatement to the same or equivalent job with the same pay and benefits</li> </ul>	<ul style="list-style-type: none"> <li>Posting a job after an employee has been on extended Workers' Compensation leave is decided case-by-case</li> </ul>	<ul style="list-style-type: none"> <li>Federal law provides for reinstatement to the position left as long as the employee applies within 90 days of active-duty release</li> </ul>	<ul style="list-style-type: none"> <li>An employee-reservist's particular job must be held for his/her return from military training</li> </ul>