What do you need to do if you need to take a Medical Leave of Absence?

A UC Leave of Absence begins on the 15th calendar day of absence. Leaves may be paid (if you have accrued sick or vacation) or unpaid. In many cases, a Medical Leave of Absence will run concurrent to FMLA. Specifics about UC’s Leave policies can be found on the HR website (Labor Relations page) or in a Collective Bargaining Agreement if you are a represented employee.

Please see page two for helpful resources.

- **Notify** your supervisor/manager within 30 days of the date your absence will begin (or as soon as possible). You should not supply medical or diagnostic information to your supervisor/manager. Your supervisor/manager will notify the Department’s HR Administrator who will in turn determine your FMLA eligibility. You will receive a communication from the HR Administrator regarding the time off work documentation required.

- **Download and complete** the Employee Section of the Certification of Health Care Provider (CHCP) form. *This form is available on the UC HR website ([www.uc.edu/hr/tools/HRforms](http://www.uc.edu/hr/tools/HRforms)).*

- **Take** the CHCP form to your provider and ask that they complete the Provider section of the form. The completed CHCP must be returned to Central HR Department within 15 calendar days via fax 513-558-0676. Delivery instructions are noted on the form.

- You will **receive** communication from your HR Administrator regarding your FMLA eligibility. You may also receive a letter from Central HR if additional information is needed. Be sure to respond to any requests for additional information in a timely manner. If you do not hear from your HR Administrator within 3 weeks of your CHCP submission to HR, be sure to follow up with him/her.

- **Stay in Contact** with your supervisor/manager during your Leave to communicate any changes in your Leave such as an extension or return to work earlier than anticipated.

- **If returning to work without restrictions** from your own medical condition, you are able to report directly to your workplace. You must provide a doctor’s note to your supervisor which indicates you are released to return to work without restrictions or “full duty”. The note must include your return date.

- **If returning to work with restrictions or from a work related illness/injury of one or more full work days, or following exposure to a contagious disease** you will need to schedule an appointment with University Health Services-Holmes Clinic by calling 513-584-4457. You will need to submit return to work documentation from your provider at this visit. The document must specify release without restrictions or, if with restrictions, they must be specific and cite duration. The UHS Return to Work OR Accommodation form must be presented to your supervisor before you begin work.
Resources

- Information regarding a Leave of Absence can be found at [http://www.uc.edu/hr/benefits/loa-tow.html](http://www.uc.edu/hr/benefits/loa-tow.html)
- Family Medical Leave Act (FMLA) Rights on UC’s website: [http://www.uc.edu/hr/benefits/loa-tow/fmla-rights.html](http://www.uc.edu/hr/benefits/loa-tow/fmla-rights.html)
- FMLA frequently asked questions: [http://www.uc.edu/hr/benefits/loa-tow/fmla-faqs.html](http://www.uc.edu/hr/benefits/loa-tow/fmla-faqs.html)
- HR Policy and Procedures: [http://www.uc.edu/hr/labor-relations-policy-development/policies-and-procedures.html](http://www.uc.edu/hr/labor-relations-policy-development/policies-and-procedures.html)
- If you are represented by a union, Collective Bargaining Agreements can be found at: [http://www.uc.edu/hr/labor-relations-policy-development/collective-bargaining-agreements.html](http://www.uc.edu/hr/labor-relations-policy-development/collective-bargaining-agreements.html)
- There is help available if you are eligible and if you have exhausted all available paid time off (sick, vacation, comp time) while out on a medical leave for your serious health condition. Please review the Leave Donation Policy at: [http://www.uc.edu/content/dam/uc/hr/labor_and_employee_relations/policies/21_24_leave_donation.pdf](http://www.uc.edu/content/dam/uc/hr/labor_and_employee_relations/policies/21_24 Leave_donation.pdf)
- Visit the Return to work web page to learn more about the steps of the process: [http://www.uc.edu/hr/benefits/loa-tow/return-to-work.html](http://www.uc.edu/hr/benefits/loa-tow/return-to-work.html)

Have **general Leave of Absence questions**? Email LOAADM@uc.edu

Have **general Benefits questions**? Email Benefits@uc.edu