Regardless of the type of Leave, the department/org. unit is responsible for the following:

1. Following applicable time off work rules as outlined in the applicable Collective Bargaining Agreements, University of Cincinnati (CBA) or Human Resources policy (HR Area 21). Each CBA or HR policy permits time off for specific reasons and periods of time. Documentation may be required to substantiate time off.
2. Initiating PCR if absence is 15 consecutive calendar days or more.
3. Accurately reporting time off work. If timekeeper is not the PCR initiator, the timekeeper must communicate Leave events to the PCR initiator and advise PCR initiator of changes in pay and Leave status.
4. Monitoring and updating Leave Type (move to Leave Without Pay, Leave Extension, Return from Leave or Separation) AND updating changes to Leave Reason (e.g., FMLA Medical to Medical).
5. Processing PCR upon return or separation.

**FOLLOW THE PROCESS OUTLINED BELOW TO LEARN ABOUT ADDITIONAL REQUIREMENTS:**

**Non-FMLA Time off Work or Leave of Absence**

Follow steps 1–5 above.

**Medical FMLA Time off Work or Leave of Absence**

In addition to 1–5 above:
- Certification of Health Care Provider (CHCP) Form Employee OR
- CHCP Form Family
- Medical Cover Letter
- Employee Rights & Responsibilities Document

Employee’s provider completes CHCP and provides to University’s Human Resources Department.

Central HR reviews CHCP and, if acceptable, sends the Medical Certification Notice via email to the dept./org. unit. If not acceptable, HR communicates with employee and unit.

Dept./Org. Unit sends the DOL Form (WH-382) to the employee within 5 business days of receipt of the Medical Certification Notice.

**Medical Non-FMLA Time off Work or Leave of Absence**

In addition to 1–5 above:
- Dept./Org. Unit sends required documents to employee within 5 Business days of notice/request or as outlined in the applicable Collective Bargaining Agreement (CBA):
  - DOL Form (WH-382) indicating at least one reason the employee is ineligible for FMLA.
  - Certification of Health Care Provider (CHCP) Form if medical documentation for UC time off work is required for use of sick time.

If documentation required, employee’s provider completes CHCP form and provides to University’s Human Resources Department.

If documentation required, HR sends the Medical Certification Notice via email to the dept./org. unit.

**Non-FMLA Time off Work or Leave of Absence**

Send employee WH-382 within 5 business days advising not eligible.

**Non-Medical/FMLA Time off Work or Leave of Absence**

In addition to steps 1-5 above:
- Certification of Health Care Provider (CHCP) Form Employee OR
- CHCP Form Family
- Medical Cover Letter
- Employee Rights & Responsibilities Document

Employee’s provider completes CHCP and provides to University’s Human Resources Department.

Central HR reviews CHCP and, if acceptable, sends the Medical Certification Notice via email to the dept./org. unit. If not acceptable, HR communicates with employee and unit.

Dept./Org. Unit sends the DOL Form (WH-382) to the employee within 5 business days of receipt of the Medical Certification Notice.

**Non-Medical Non-FMLA Time off Work or Leave of Absence**

In addition to 1–5 above:
- Dept./Org. Unit sends required documents to employee within 5 Business days of notice/request or as outlined in the applicable Collective Bargaining Agreement (CBA):
  - DOL Form (WH-382)
  - Non-Medical Cover Letter
  - Employee Rights & Responsibilities Document

*CONTACT Central HR at loaadm@uc.edu if you have any questions.*