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 agreement (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:**

**START:**
Is the absence one that may run concurrent with FMLA? (Review LOA’s Concurrent to FMLA List)

- **YES**
  - Upon Completion of Provisional Designation Notice Form is Employee FMLA Eligible?
    - **YES**
      - Medical
    - **NO**
      - Non Medical

- **NO**
  - 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:
Dept./Org. Unit sends required documents to employee within **5 Business days** of notice/request:
- 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-Medical/FMLA**
In addition to steps 1-5 above:
Send Employee WH-382 within **5 business days** advising not.

**Non-Medical/Non-FMLA**
In addition to 1-5 above:
Ensure that appropriate documentation is received (i.e., court documentation/birth certificate).
Send required documents to employee within **5 Business days** of notice/request:
- DOL Form (WH-382)
- Non-Medical Cover Letter
- Employee Rights & Responsibilities Document

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