



## Staff Guide (MP): Continuous Leave of Absence

### A few reminders about your leave:

- If you are interested in suspending parking payments while on your leave, contact the Parking Office at 203-432-9790 (Central), or 203-785-6456 (Med School) to discuss options.
- If your leave is for the birth or adoption of a child, remember to add the child to your medical insurance within 30 days of the birth/adoption, by using the Benefits worklet in WorkDay.
- During the leave, you are eligible to use the paid time off accruals that you have accumulated prior to the commencement of a leave in full or half days, as indicated on during your leave intake. For those receiving University-paid benefits (Short-Term Disability or parental pay), they must apply for the state Paid Family and Medical leave program as soon as possible, as Yale will offset wages at the start of the leave.
  - *A note about having multiple state claims in one year: When you apply for University-paid Short-term disability, and you have already collected state PFML within the same year, you must provide a proof of earnings statement from the state, to Yale's Benefits department. This is to ensure that the offsets for a STD claim are correctly allocated. In the absence of documentation, Yale will assume you are collecting state PFML for the full duration of 12 weeks, and reduce Yale-paid earnings accordingly. Upon receipt of a state benefits statement, Yale will adjust your earnings accordingly. If any overpayments occur, Yale reserves the right to recoup those funds. Coordination with State-paid leave programs is complicated, and we appreciate your patience as we navigate through the process.*
- During your leave (with the exception of a personal leave), you will continue to accrue paid time off. If you are on a paid leave, you may use new accruals immediately. If you are on an unpaid leave, you will not be eligible to use new accruals until after you return to work.
- If your leave is unpaid by Yale, as a condition of maintaining continued benefit coverage during any unpaid period of your leave, you are responsible for your portion of health benefit premiums. When you return, your premium contributions will be recovered by taking one additional premium contribution deduction each payroll period (in addition to your current contribution) until your outstanding balance has been paid.
- If you have been out continuously for about 5 months, you will receive documentation about Long Term Disability (LTD). We recommend you consider applying, if you anticipate you will be out for 6+ months.
- Generally, no leave of absence shall exceed 1 year.

### About your timesheet:

- You do not have to edit or approve your timesheet. The Absence Management team will handle it.

### About your return:

- At least two weeks in advance of your estimated return, contact your supervisor and the Absence Management office (by calling the Employee Services Center at 203-432-5552), to confirm the return date.
- Alternatively, if you need to extend your leave, a new application and supporting medical documentation, if applicable, is required **prior** to the end of your leave end date. To prevent delays, it is recommended you contact the The Standard to obtain new paperwork at least two weeks prior to your scheduled return.
- If you are out for your own serious health condition, obtain a return to work note from your medical provider, identifying the date you are able to return, and provide it to the Absence Management office **prior** to your return.

