



Staff Guide (Police): 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 sick, personal or vacation time accumulated prior to the commencement of a leave, provided it is used within the first 12 months (as indicated on your leave application). If eligible, you may also want to apply for the state Paid Family and Medical leave program.
- During your leave (with the exception of a personal leave), during the first 12 months of your leave, you will continue to accrue vacation and sick time. 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 30 days after you've returned 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.
- A leave of absence for non-job-related illness or injury shall be granted for up to 12 months, and will be extended upon request for additional periods of 12 months, up to an aggregate total of 5 years, if the disability continues.

About your timesheet:

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

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 ESC 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.