



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

### A few reminders about your leave:

- If you are interested in suspending parking payments during 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 the leave in full or half days. If you have enrolled in the Aflac Short Term Disability (STD) program for your own serious health condition, you will want to apply. If eligible, you may also want to apply for the state's Paid Family and Medical leave program.
- 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 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 contribution deduction each payroll period (in addition to the 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. Leaves of absences may be governed by provisions of your collective bargaining agreement. Please refer to your contract to review the leave of absence language.

### 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.