What are the types of leaves of absence available to Yale employees?

There are many different types of leaves, including: a leave for one’s own serious health condition, a caregiver leave for a serious health condition of one’s family member, maternity, child-rearing, military, military exigency, military caregiver, workers’ compensation, non-academic sabbatical (managerial and professional only) and other personal reasons. The Absence Management website outlines the details of all types of leaves.

Depending on the underlying reasons for the request, an employee’s right to a particular leave of absence may be rooted in Connecticut or Federal Law, University policy or union contract.

Note: Yale has an Expanded Sick Time Policy, under which sick days can be used when caring for a sick family member. A leave approval is not required to take occasional, ad hoc sick days for self, and/or family. Additionally, bargaining agreements may outline different requirements. We recommend you partner with your HR Generalist for guidance in determining which programs and policies support the various requests for time away from work you encounter.

A leave of absence can take the form of a continuous, partial (i.e., reduced schedule), or intermittent absence (separate, ongoing, blocks of time) from work. Requests for a leave of absence are approved by the Absence Management team, with the exception of a personal leave of absence, which is granted and approved by the employee’s department and the HR Generalist.

Note that an absence for a work-related injury follows a different process. See the Workers’ Compensation Managers’ Guide for details, or visit our website.

What is FMLA?

The Family and Medical Leave Act (“FMLA”) is a federal law enacted in 1993. It provides eligible employees with up to 12 weeks of unpaid, job-protected leave within a 12-month period. To be eligible, employees must have worked at Yale for at least 12 months and for at least 1250 hours in the 12 months preceding the start of leave.

Connecticut FMLA provides up to 16 weeks of unpaid, job protected leave over a 24-month period. The 24-month period begins on the day the leave commences. To be eligible, employees must have worked at Yale for at least 12 months and for at least 1000 hours in the 12 months preceding the start of leave.

Federal and state FMLA run concurrently. This means, if an employee begins a leave of absence on February 1st, the 12 weeks of Federal FMLA and the 16 weeks of Connecticut FMLA commence at the same time. It is not possible to take 12 weeks of Federal FMLA, followed by 16 weeks of Connecticut FMLA thereafter.

What is the leave of absence process for an employee?
1. Conduct the leave of absence intake with The Standard, Yale’s third party administrator. The intake can be through a verbal discussion by calling Employee Services (203-432-5552, option #4) or electronically, by filing a claim online: www.standard.com.
   • Note: M&Ps filing for a joint leave of absence and Short Term Disability claim may only file by telephone.

2. Complete supplemental documentation that may be required. Supporting documentation may include a medical certification completed by a medical provider.
   • Note: Delays in processing can be expected if the medical provider does not fully complete the medical certification.

3. Submit the proper and fully completed materials to The Standard either by fax: 1-866-751-5174 or by mail:
   Standard Insurance Company
   P.O. Box 3877
   Portland, OR 97208

4. The Standard will review the application packet to ensure documentation is complete and to assess eligibility for Federal and State FMLA, as well as the other Yale leaves that are available.
   • Note: If there is missing information through the application review process, The Standard will contact the employee.

5. Managers are notified via email during multiple points in the process. First, when the leave of absence intake has been completed. At this point, there is no decision as to whether or not the leave is approved or denied, but it informs you that one of your direct reports has initiated the process. You will not receive any medical information. You will also be notified of whether the leave of absence is approved or denied, as well as the terms of the approved leaves.

What are some key facts about leaves of absence?

• Generally, only regular employees who have completed the probationary period and who are scheduled to work 20 hours per week or more are eligible for leaves.

• Generally, no continuous leave of absence may exceed one year, although some policies and union contracts outline variations depending upon the type of leave.

• Staff members may qualify to use paid time off, sick time, short-term disability (STD) or long-term disability (LTD) for payment during all or part of the leave. The default order for paid time off usage is: sick, vacation/PTO, bonus vacation, personal, floating holiday, compensatory time, flex, and then unpaid.

• Employees on an intermittent leave are responsible to notify their manager of intermittent absences (occurrences) in accordance with the department’s work rules, and also must log their time with The Standard within 24-hours following the occurrence. Occurrences not reported to The Standard within this timeframe may not be protected under FMLA.
What is my role in this process?

There are a few situations in which you play an important role in the beginning a leave of absence.

Refer employees who identify the need to take time away as outlined under the types of leaves (i.e., maternity or child rearing) to call Employee Services (203-432-5552, option #4).

Partner with your HR Generalist in following situations:

- If an employee has not come to work (without notice) for more than 3 consecutive, scheduled work days. This may or may not be related to a leave.
- If an employee has been hospitalized for a non-work related illness or injury. Your HR Generalist can initiate a leave request, on behalf of an employee who is unable to do so, through The Standard’s system.

As mentioned above: Yale has an Expanded Sick Time Policy, under which sick days can be used when caring for a sick family member. A leave approval is not required to take occasional, ad hoc sick days for self, and/or family. Additionally, bargaining agreements may outline different requirements. Your HR Generalist can support you in determining which programs and policies support the various requests for time away from work you encounter.

What is my role during an approved leave of absence?

Your role varies depending upon the type of leave of absence (full, partial/reduced schedule or intermittent).

Continuous Absence

- **Timecard**: During a continuous absence, the Yale Absence Management team inputs the proper pay accruals into Kronos, and coordinates MP pay in Workday, throughout the duration of the leave. You will still need to approve the Kronos timecard.

- **Return to Work**: At the beginning of the leave, you will receive an approval notification with a start date and anticipated return date from The Standard. We encourage each employee to keep in touch with their manager about changes to the return date. If you have any questions about the status of the employee on leave, we recommend you review the online portal at www.standard.com. If you have additional questions beyond what the portal can provide, please reach out to the Yale Absence Management team.

It is the employee’s responsibility to notify the supervisor and the Yale Absence Management team when they are ready to return. The Yale Absence Management team additionally contacts each employee, approximately 2 weeks prior to the originally scheduled end, to
confirm the return date. Should an employee notify you of changes pertaining to the return to work date, please notify us.

All employees who are absent for their own health condition are required to provide return to work documentation, demonstrating medical clearance to return, for the safety of themselves and others. This can be a form, provided by The Standard, or a note from their medical provider. Should an employee return to work and you were not previously aware of the return date, please check with our office to confirm the return documentation has been received. If you receive any medical documentation, please send it to us.

- **Extensions**: With appropriate supporting medical documentation, an employee’s continuous leave of absence may be extended beyond the originally estimated time. Employees may request an extension with The Standard. You will be notified if the end date is extended.

*Interruption absences*

- **Timecard**: During an approved intermittent leave, employees are expected to notify their supervisor of all time away from work, and **must also log their intermittent absences with The Standard within 24 hours**.

  - Employees receive information about their obligation to log time within 24 hours during multiple points throughout the process – the initial packet, the approval letter, FAQs, guides, and additionally, Yale sends an individual letter following each approval from The Standard. Time not logged within 24 hours may not be considered as job protected under FMLA.

After an employee logs his or her absence with Standard (either by phone or online), managers will receive an automated, instant email confirmation with dates and times. If you receive an email, but did not previously hear that the employee will be away from work, please discuss with your HR Generalist.

If you do not receive an automated email, but the employee notified you that he or she will be out of work, it’s recommended you remind the employee of his/her obligation to log absence time with The Standard. Keeping track of these reminder conversations is also recommended.

Your role is to continue to use Kronos (and Workday, if for an M&P) to ensure proper pay is allocated. **See Time Tracking and Pay Administration guides on the Absence Management website, for more details.**

If the absence is approved, use the Kronos Quick Editor feature to ensure the correct pay codes apply. You can find guidance on how to input pay codes by watching the Manager’s Kronos video on our website.
If the absence is denied, follow your normal department absenteeism procedures.

- **A Change in Frequency & Duration:** You will receive an approval notification from The Standard with a start date and end date, as well as an estimate from the medical provider about the time that an employee can be expected to be away from work. This is known as “frequency and duration”, and is outlined in the approval notification. An example may be: “up to 3 days per week”. The medical provider may have also documented a frequency and duration of scheduled appointments for the medical treatment.

Frequency and duration are medical estimates that the employee’s medical provider has documented for the condition. They are not definitive, as it may be difficult for a medical provider to estimate accurately the frequency and duration.

If an employee begins taking FMLA absences beyond the expected frequency and duration, The Standard may request re-certification with the medical provider. **Note:** The Standard can only manage the absences, if time is being logged into the Standard’s portal by the employee. While occasional differences may occur, if you notice a trend or have any concern about the time that is being taken, raise the issue with your HR Generalist.

**Extensions:** Intermittent absences for a serious health condition are generally ongoing. Yale requires employees to provide new medical documentation to support an intermittent leave of absence every 6 months, and evaluates leaves every 6 months. All employees receive a reminder notification from The Standard as they approach their end date.

### Reduced schedule absences

- **Timecard:** During a reduced schedule absence, please use the Quick Leaves editor to document actual time away from work, as would be done for an intermittent leave. A video, walking managers through this feature, is located on the Absence Management website. This allows managers and employees to edit time on a weekly basis, especially if the leave does not follow a fixed or predictable schedule.

- **Return to Regular Schedule:** You will receive an approval notification with a start date, and anticipated return date from The Standard. We encourage each employee to keep in touch with their manager about changes.

It is the employee’s responsibility to notify the Yale Absence Management team if they have been cleared to full duty. Should you learn of any changes pertaining to an employee’s reduced schedule, please notify us.

If you receive any medical notes or correspondence, please send to us.
**How do I track the absences, and/or pay for an approved leave?**

As noted above, the Yale Absence Management team handles timecards for approved continuous leaves. Your role is to designate pay affiliated with the intermittent and reduced schedule absences, as they occur.

When using the *Quick Editor* feature in Kronos, you will see pay codes such as “LV-Sick” or “LV-PTO”, etc. affiliated with the day; if unpaid, you will see “LV-Unpaid”. These are pay codes deduct from the employee’s appropriate accrual bank.

**IMPORTANT for M&Ps:** If paid time off accruals are no longer available to cover approved absences (i.e., MP employee is now in unpaid status), **departments are responsible for requesting an adjustment of the employee’s pay for that month.**

This can be done by completing a Payroll Payment Adjustment Form, and submitting it by email to employee.services@yale.edu or by fax to 203-432-5153 before the payroll schedule deadline of the current month.

**What is my role if a leave has been denied?**

Please partner with your HR Generalist on next steps.

**My direct report was supposed to return to work, and has not. What should I do?**

If an employee has not returned to work as scheduled, notify the Yale Absence Management team immediately. Please take note of the employee’s timecard. If a leave was scheduled to end, the time coding will resume to “Hours Worked” in the system, which you may want to remove if the employee has not returned. A new leave, or extension of leave, will not be granted in the system until the appropriate paperwork is received.