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.

- Leaves are unpaid. During the leave, you are eligible to use paid time off accruals that you have accumulated prior to the commencement of the leave in full, or half days. Note, if you have enrolled in the Aflac Short Term Disability (STD) program for your own serious health condition, you may supplement your STD payments with the accruals you have indicated on your leave application.
  - Note: Aflac provides income replacement up to 60% of your pre-disability earnings, and you may supplement approximately 40% with accruals. If you are approved for less than 60% or if your claims is denied, and therefore you wish to increase your supplement, you must notify our office. Aflac is unable to provide this information to Yale.

- During your leave (with the exception of a personal leave), you will continue to accrue vacation and sick time (military does not accrue sick). If you are on a paid leave, you may use new accruals as they occur. If you are on an unpaid leave, you will not be eligible to use new accruals until 30 days after you return to work.

- If your leave is unpaid, 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 timecard:

- Kronos timecards no longer show tracking codes. Kronos now only documents pay affiliated with absences. At any time, you can also view your time tracking by visiting your online profile at www.standard.com.

- Leaves are unpaid. During the leave, you are eligible to use your paid time off (sick, vacation/PTO), as you have indicated during your leave intake. If you have elected to use accruals during absences related to FMLA, you will see codes on your timecard that indicate pay (i.e. LV-Sick, LV-PTO, etc.). If you are unpaid for the FMLA time, you will see “LV-Unpaid” codes.

About your return:

- At least two weeks in advance of your estimated return, contact your supervisor and the Yale Absence Management office (by calling Employee Services at 203-432-5552), to confirm the return date.

- Alternatively, if you need to extend your leave, you may contact The Standard at 203-432-5552, press #4 or visit your online profile to obtain the necessary paperwork. To prevent delays, it is recommended you obtain new paperwork at least two weeks prior to your scheduled return.
• If you are out for your own serious health condition, obtain return to work documentation from your medical provider, identifying the date you are able to return, and provide it to the Absence Management office (by faxing to 203-436-4240) prior to your return.