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.

- Leaves are unpaid. 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 during your leave intake).

- During the first 12 months of your leave (with the exception of a personal leave), you will continue to accrue vacation and sick time (military does not accrue sick). You will not be eligible to use new accruals until 30 days after you’ve returned 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 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 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.