

Requesting a Leave of Absence Procedure

Employee Procedures

- Discuss need for leave with your manager/supervisor and Department/Unit/College Human Resources. Determine what type of leave applies to your situation. Do not provide medical details to direct manager/supervisor.
- Review your records to determine how many banked hours of sick/vacation time you have available. This will help you determine if the leave will be paid or unpaid.
- Once the type of leave is determined – please check Nessie: <https://nessie.uihr.uillinois.edu/cf/leave/index.cfm> to review what necessary application/ paperwork/ documentation is required.
- Submit appropriate paperwork to your physician for completion, if required. Medical Certification must be completed and submitted/signed within the 15 days.
- Complete appropriate paperwork requiring your personal information, if needed.
- Submit all completed paperwork to your Department/Unit/College Human Resource representative.
- You will receive a letter from your Department/Unit/College Human Resource representative explaining the details of your leave
- If your leave is for your own medical condition, you will be required to provide a doctor's release to return to work. This release is to include any restrictions or limitations you have in performing your job. A release to return to work is not required if the Leave of Absence is for a family member's health condition.

Manager/Supervisor Procedures for Processing a Leave of Absence

- Once employee notifies you of their need for a leave of absence, refer the employee to the Human Resource representative for Department/College. If an employee is not able to initiate the leave of absence process, the supervisor needs to discuss the employee's absence with their Department/College Human Resources office.
- Review the banked sick/vacation time your employee has to help determine if leave will be paid or unpaid.

Department/College Human Resources Office

- Provide employee with appropriate forms requiring information to be completed by their physician, if required. Notify employee to return all completed paperwork to Department/College Human Resource representative
- Written notification to notification to the employee that their leave of absence qualifies or does not qualify as Family and Medical Leave (FML) must be done within 5 business days.
- Department/College Human Resources office is responsible for protecting the privacy and confidentiality of all Personal Health Information obtained as a result of an FML application and process under HIPAA guidelines. This applies to the use, maintenance, transfer and disposition of healthcare records and information.
- Submit a HR Front End transaction: update job status if unpaid and upload a copy of the written notification to the transaction before you route it to the appropriate Central Human Resource office.

Return from a Leave of Absence

Employee Procedures

- Obtain a note from your doctor releasing you to return to work.
- Doctor's note should include a return to work date to full duty or detailed restrictions, if applicable.
- Notify your Department/College Human Resource representative and supervisor of your return to work date.
- Bring your doctor's signed note to your Department/College Human Resource representative on your first day back to work.

Return from Leave of Absence

Department/College Human Resources Procedures

- If required, obtain a doctor's note on their first day back to work releasing the employee to return to work.
- Submit a Return from Leave HR Front End transaction for the employee if in unpaid status.

Disclaimer: If there is any discrepancy between the information contained on this web page and the regulations, the regulations are the determining factor.