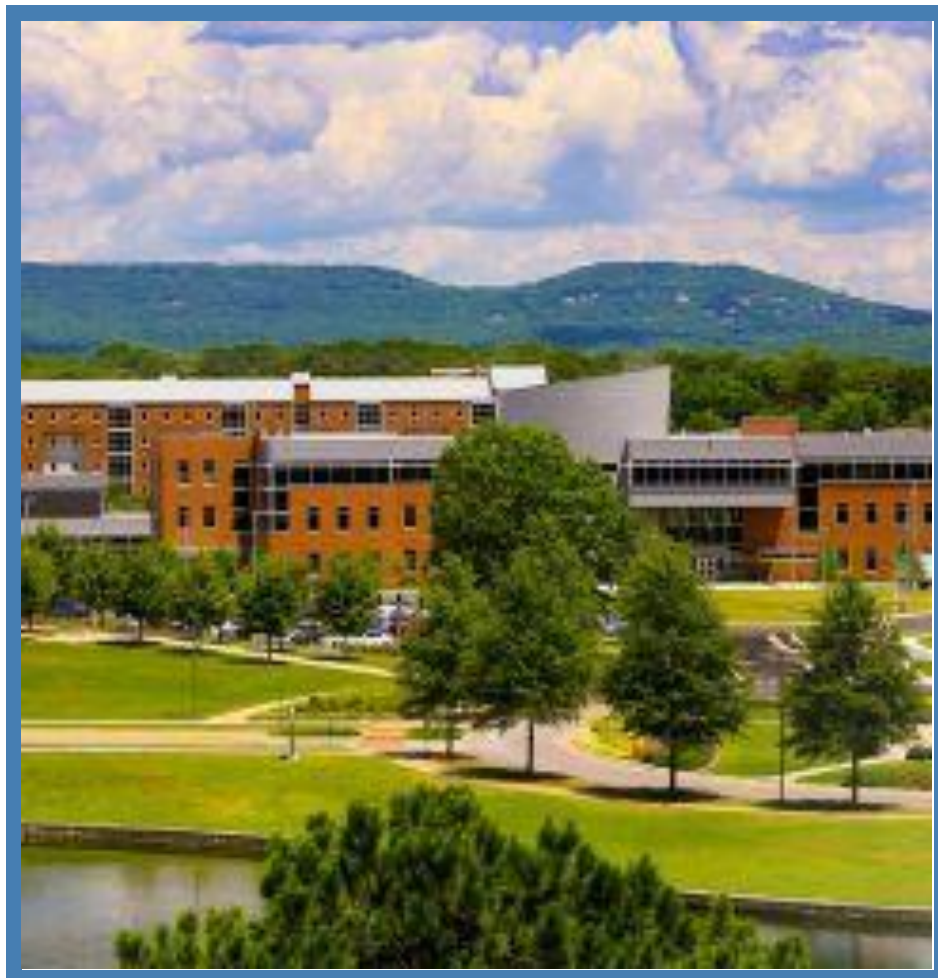




THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

YOUR GUIDE TO LEAVE BENEFITS





Whether you are welcoming a new child into your family, caring for a sick family member, recovering from a serious illness, or taking military leave; you may need to take some time away from work. We are here to help you. This guide provides information about the benefits you may be eligible for when taking time away from work.

FAMILY MEDICAL LEAVE (FMLA)

<https://www.uah.edu/hr/policies-and-procedures/family-and-medical-leave-act>

What is Family and Medical Leave Act (FMLA)?

The Family and Medical Leave Act (FMLA) and other state leave regulations provide eligible employees with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one of the following reasons.

- Birth or placement of a child with the employee for adoption, foster care, or to bond with a newborn.
- To care for a spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of the job, including incapacity due to pregnancy and for prenatal medical care.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.
- To care of a service member with a serious injury or illness when the employee is the spouse, child, parent, or next of kin of the service member. Eligible employees may receive up to 26 weeks.

FMLA may be taken continuously, intermittently, or reduced schedule, as needed by the employee. UAH tracks usage on a rolling 12-month period measured backward from the date an employee uses FMLA leave.

If you are eligible, you are guaranteed reinstatement to the same or equivalent position upon your return to work. Most state's leave regulations generally mirror the federal FMLA and run concurrently if you are eligible for both.

UAH will continue to provide health insurance benefits while you are out on an approved FMLA leave. You are required to pay your share of the premium payments for health insurance and other voluntary benefits on the same basis as during active employment. Your portion will continue to be deducted from your pay while using accrued paid annual or sick leave. If your leave is unpaid, you will be required to make payment arrangements to pay/repay your portion of benefit premiums.

Eligibility Requirements: Who Qualifies for FMLA?

- Employees must be actively employed by UAH for at least (12) months as of the date FMLA leave is to start and has worked at least 1,250 hours of service during the last (12) month period.
- Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period to share.
- Leave may be designated to UAH as FMLA and counted against the employee's entitlement.

What is a Serious Health Condition?

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For all conditions, "incapacity" means inability to work, including being unable to perform any one of the essential functions of the employee's position.





FMLA Requests and Usage

FMLA Resources

[Employee Rights and Responsibilities](#)

[Employee's Guide to FMLA](#)

[Employee's Guide to Military Leave](#)

Note: Visit our [website](#) to review and download the material listed above. You may also refer to the **Staff Handbook**.

Request for FMLA Leave

Notify your supervisor 30 days in advance of the need to take FMLA leave when it is foreseeable. When 30 days' notice is not possible, you must provide notice as soon as practical and you generally must comply with normal call-in procedures for your department.

Complete the [FMLA Request for Leave](#) form available on the Human Resources website.

Indicate the type of leave being requested

- ➔ **Extended** - leave taken in full block of days or weeks
- ➔ **Intermittent** – leave taken intermittently or on a reduced leave schedule when medically necessary

Return completed request form to your supervisor for his/her signature.

Submit completed form to Human Resources.

Medical certification is required in order to determine if your condition is a serious health condition as defined by the FMLA.

You must provide a completed certification to your employer within 15 calendar days following your receipt of the FMLA Notice of Eligibility from Human Resources.

Submit Medical Certification Forms to Physician

The completed medical certification should be submitted to the Human Resources office only.

To learn more about medical certification, see page 12 of the [Employee's Guide to FMLA](#) or page 18 of the [Employee's Guide to Military Leave](#).

Leave Usage

FML is unpaid leave. Accrued leave (sick, vacation, and/or personal leave) is applied concurrently with FML.

Employees enrolled in Short Term Disability may submit a claim.

The use of accrued leave or Short-Term Disability works concurrently with FML.

Indicate on your Request for Leave Form the type of accrued leave you will use while on FML.

Sick, vacation or personal leave may be used in the case of an employee's illness or for the care of an eligible family member.

Holidays, vacation, and sick leave are not accrued during the unpaid portion of a leave of absence.

Annual, sick, and/or personal leave may be used during the 14- or 29-days elimination period.

Upon approval of your claim for disability, the use of accrued annual leave may continue, **not to exceed 100% of your regular earnings**. **You are not permitted to use sick or personal leave while you receive short term benefit payments.**

Short-term Disability <u>Option 1</u>			
Week 1	Week 2	Week 3	Week 4 and beyond
Short-term disability waiting period		Approved short-term disability claims pays 60% of weekly earnings	
<ul style="list-style-type: none"> • Sick leave • Personal leave • Annual leave • If no accrued leave is available, time should be recorded as docked pay/leave without pay 	<ul style="list-style-type: none"> • Sick leave • Personal leave • Annual leave • If no accrued leave is available, time should be recorded as docked pay/leave without pay 	<ul style="list-style-type: none"> • Annual leave may be used to supplement disability pay (not to exceed regular weekly earnings) • Sick leave <u>cannot</u> be used while receiving disability • Timesheet should be completed with either leave time or docked pay 	<ul style="list-style-type: none"> • Annual leave may be used to supplement disability pay (not to exceed regular weekly earnings) • Sick leave <u>cannot</u> be used while receiving disability • Timesheet should be completed with either leave time or docked pay
Short-term Disability <u>Option 2</u>			
Week 1	Week 2	Week 3	Week 4 and beyond
Short-term disability waiting period			Approved short-term disability claims pays 60% of weekly earnings
<ul style="list-style-type: none"> • Sick leave • Personal leave • Annual leave • If no accrued leave is available, time should be recorded as docked pay/leave without pay. 	<ul style="list-style-type: none"> • Sick leave • Personal leave • Annual leave • If no accrued leave is available, time should be recorded as docked pay/leave without pay. 	<ul style="list-style-type: none"> • Sick leave • Personal leave • Annual leave • If no accrued leave is available, time should be recorded as docked pay/leave without pay. 	<ul style="list-style-type: none"> • Annual leave may be used to supplement disability pay (not to exceed regular weekly earnings) • Sick leave <u>cannot</u> be used while receiving disability • Timesheet should be completed with either leave time or docked pay

Payroll Procedures

Arrange with your supervisor and/or Payroll to submit your timesheet.

- ➔ Continue bi-weekly online submission via my.uah.edu or submit paper timesheet(s) to Payroll Services in advance of your FML
- ➔ If your leave is more 30 days and without pay, your department should submit a leave ePAF
- ➔ If you use short term disability, please submit a timesheet effective after your elimination period has ended indicating without (dock) pay

If you have requested and are approved for Intermittent FML, you must submit a monthly timesheet to track the FML hours used

This form requires your supervisor's approval and should be completed in addition to your WTE payroll timesheet





Filing a Short-Term Disability (STD) Claim

UAH provides voluntary STD to all regular full-time benefit eligible employees through The Standard. complete Short-Term Disability claim form. Short-term disability is intended to protect your income for a short duration in case you become ill or injured. Coverage is applicable when one is completely unable due to sickness, bodily injury, or pregnancy. One must be under the regular care of a physician and is designed for individuals who have a short-term illness usually lasting less than 90 days.

Disability payments are based on your current plan option. You can verify your coverage through HR Connection or consult with Human Resources. To learn more about STD and view the plan documents, [click here](#).

To initiate your claim, contact The Standard at **800.368.2859**. A STD Frequently Asked Questions flyer is attached at the end of this guide.

Maternity

Congratulations on becoming a parent! UAH is honored to be a part of this exciting time for you and your family. As you prepare for your new arrival, you will have many important decisions to make. Our goal is to help ease your way through the steps you'll take and decisions you'll make about work, time off, work-life balance, and the transition back to work. Time with your new baby is priceless. Understanding the benefits, you have during this period will help you plan financially for the coming months. Also, setting expectations with your manager will help ensure a smooth transition. We recommend you start planning well in advance of your delivery date.

The FMLA and other state leave programs offer job protection for new parents to take time off to bond with a new child. If you are eligible you are guaranteed up to 12 work-weeks of job and benefit protection while on an approved leave.



Pregnant Workers Fairness Act (PWFA)

The PWFA is a federal law that required covered employers to provide “reasonable accommodations” to qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

Possible accommodations for pregnant workers:

- Taking leave or time off to recover from childbirth
- Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy
- Being able to sit or drink water
- Receiving closer parking
- Having flexible hours
- Receiving appropriately sized safety apparel
- Receiving additional break time to use the bathroom, eat, and rest

[PWFA Healthcare Poster](#)

Qualifying Life Event

A Qualifying Life Event (QLE) is a change in your life that may qualify you for a special enrollment period to enroll in insurance coverage. Examples of eligible qualifying life events are birth of adoption of a child, change in marital status, or involuntary loss of other insurance. When a QLE occurs, a 30-day window of time begins in which employees can make insurance changes and add/remove dependents from coverage. Official documentation to provide proof of the QLE is required to make insurance changes.

Don't forget add your new baby to your UAH health insurance plans within 30 days of the date of birth! You will need to provide a copy of the certificate of birth. More information can be [found here](#).

Log into HRConnection and select the life event option to make these changes.

Returning to Work

Fitness for Duty

Once you have been released by your healthcare provider to return to work or you have exhausted your approved leave entitlement, please contact Human Resources to inform them of your anticipated work date. You will be required to present a fitness-for-duty certificate or work release from your physician prior to your scheduled return to work date.

- Notify your supervisor
- Notify Human Resources
- Notify Short Term Disability Vendor, if applicable



Medical Accommodation

You may need a medical accommodation upon your return to work. If your disability/medical condition limits or prohibits your ability to perform your normal job duties, you may need to complete a [medical accommodation form](#). An example of a medical accommodation may be the need for a temporary light duty position or reduced work schedule. Medical documentation to support your request must be provided.

Nursing Mothers

We recommend developing a breastfeeding plan before you return to work. UAH has Nursing Mothers Rooms available for use in many of our buildings on campus which employees may utilize. Each room offers a clean, secure, and private space for mothers who need to express breast milk. You can view the [Nursing Mother's webpage](#) to see a complete listing of locations and points of contact.

Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP) provides protections for employees to express breast milk at work. Nursing employees have the right to reasonable break time and a place to express breast milk that is shielded from view while at work. Employees have the right to take reasonable break time to express breast milk for their nursing child for one year after the child's birth.

Extended Leave and Long-Term Disability

What if you are unable to return to work at the end of FMLA entitlement?

Employees who do not return to work on the originally scheduled return date or request an extension in advance of the agreed upon leave with appropriate medical documentation may be deemed to have voluntarily terminated your employment with UAH. Notify UAH of your ability to return to work when it occurs, or your continued absence from work.

Medical Leave of Absence

After you have exhausted 12 weeks of FMLA or other state protected leave and you are unable to return to work due to continued illness or injury, you may qualify or request a medical leave of absence. Please contact Human Resources to make this request and obtain the necessary medical leave absence request and certification forms.

Up to 6 months of leave for reasons of prolonged illness or other justifiable medical conditions may be granted to full-time employees with a year or more of continuous regular service. Medical leave is without pay. Available sick and vacation leave should be utilized before a medical leave begins. A one-time extension, not to exceed 6 months, may be granted on a case by case basis with appropriate medical certification. The total amount of time and employee can be on an approved medical leave of absence is (1) year.

Important Note: Leave of absence is does **not provide benefit protection. All benefits will end under the UAH active group plan on the last day of your FMLA entitlement.** Health insurance coverage can be continued through COBRA.

Health Insurance and COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) enables employees who would lose health care coverage because of reduced work hours or job termination to continue group health coverage for themselves and their covered dependents for limited periods of time. Such coverage may become applicable when an employee exhausts all paid leave and FMLA and/or other state leave entitlement. Insurance coverage under the UAH active group plan will end of the last day of the pay-period in which your leave ends.

If you would like to continue your coverage, you will have the opportunity to do so through COBRA. Qualified individuals are required to pay the entire premium for coverage up to 102% of the cost to the plan. Employees and dependents who sustain a loss in insurance coverage will receive enrollment options mailed to their home address from PayFlex/Inspira Financial. Employees have 60 days from the last date of coverage to make enrollment decisions. See the [COBRA webpage](#) for more information.

Upon returning to work in a benefits eligible position, UAH benefits will be reinstated.

Long-term Disability (LTD)

LTD is a University Provided benefit for regular full-time benefit eligible employees. Please consult with Human Resources or refer to your benefits summary in HR Connection to verify if you have this coverage. LTD is provided through UAH Life and Disability Carrier, The Standard. There is a 90-day benefit waiting period. Approved benefits will pay up to 66 2/3% of your pre-disability earnings, up to \$10,000 per month. Contact the Standard at 800.368.1135 to initiate your LTD claim request.

To learn more about your LTD benefit and view plan summary, certificate, and other plan features, you may visit the [UAH LTD webpage](#).





Paid Leave

UAH provides various types of paid leave to regular full-time staff employees and 12-month faculty members

Annual/Vacation Leave

Leave Category	Length of Continuous Full-Time Service	Annually	Bi-Weekly Pay Period
Non-Exempt Employees (VN)	1-5 years	12 days	3.69 hours
	6-10 years	18 days	5.54 hours
	11+ years	21 days	6.46 hours
Exempt Employees (VS)	1-5 years	13 days	4.00 hours
	6-10 years	19 days	5.85 hours
	11+ years	22 days	6.77 hours
Senior Administrative Employees and 12 Month Faculty (VA)		22 days	6.77 hours
Senior Research Employees (VA)		22 days	6.77 hours
Rise School Employees (RS)	Not eligible for Annual Leave. Eligible for Rise School time-off program, based upon Rise School Calendar .		
Postdoctoral Student Employees (VP)	<p>Not eligible for Annual Leave. Eligible for Postdoctoral Student Paid Time Off program. PTO accrual at 3.69 hours/pay period.</p> <p>As a Postdoctoral Student Employee, you are instructed to use all of your leave prior to your agreed-upon termination date. There will be no payout of unused PTO leave at termination.</p>		

***Note: Academic Faculty should contact the Dean or Chair of their department to determine available leave and compensation benefits during a medical or maternity leave.**

Other Paid Leave

Bereavement	Employees will receive a maximum of 3 workdays for bereavement leave upon the death of an immediate family member.
Holiday	Under current policy, the University recognizes 19 paid holidays per year.
Maternity	Absences from work due to pregnancy, childbirth, or related conditions are to be handled, as necessary, under the University's policies for sick leave, vacation leave, FMLA, and medical leave. For more information, please review Chapter 3 of the Staff Handbook .
Military	Employees will receive full pay for the first 21 working days of absence in a calendar year for such purpose.
Personal	Employees will be granted 3 personal leave days on October 1st in lump sum each year. Personal leave can be used for emergency situations such as illness in the immediate family, adverse weather conditions, personal business, etc., with appropriate supervisory approval. There is a six month waiting period for new employees on the accrual of personal leave. On October 1st any remaining personal leave is rolled into the sick leave balance. Personal leave balances are reset each October 1st.
Sick	Eligible employees earn 9 days of sick leave per year which is accrued at a rate of 2.76 each bi-weekly pay period.





Contact us. We are here to help!

UAH Benefits email: benefits@uah.edu

UAH Benefits phone: 256-824-6640

Benefits website: www.uah.edu/hr/benefits

Payroll email: payroll@uah.edu

Payroll phone: 256-824-2252

Payroll website: <https://www.uah.edu/payroll>

Important Links

FMLA website: www.uah.edu/hr/policies-and-procedures/family-and-medical-leave-act

UAH Policies and Procedures: [UAH - Human Resources - Policies and Procedures](#)

Legal Notices: <https://www.uah.edu/hr/benefits/insurance/model-notice>

Staff Handbook: [staff handbook final rev 121516.pdf \(uah.edu\)](#)

Faculty Handbook: [UAH - Human Resources - Paid Leave - Faculty Handbook](#)

Addendums

1. FMLA Request Form
2. How to File a Short-term Disability Claim/FAQs
3. Maternity Guidelines for Short-term Disability
4. Fitness for Duty Form