

WASHINGTON STATE UNIVERSITY
Employee Leave of Absence Checklist

- ❑ **Leave Request** - Notify your supervisor that you need to take leave for either your own health condition, that of a family member, or for the birth/placement and care of a child.
- ❑ **Leave Kit** - If taking leave for a possible **qualifying event** (i.e. medical leave, for domestic violence or military leave), complete the required medical leave forms found on the Human Resource Services (HRS) Disability Services website at hrs.wsu.edu/Disability_Services or obtain them directly from HRS, who can also assist you with the necessary paperwork, discuss medical leave or other issues. Contact HRS to set up an appointment.
- ❑ **Departmental Notification** – HRS will keep in communication with you and your department regarding your leave request, return to work information, limitations/restrictions, etc.

The following should be considered when filling out the Leave Request form.

- ❑ **Workers' Compensation** – If leave is for a work-related injury or illness, call HRS Pullman 509-335-4521.
- ❑ **Medical/Dental Benefits** – Do you have leave accruals to use or will you be on full Leave Without Pay (LWOP)? NOTE: lack of pay could result in cancellation of benefits. HRS will provide information on when/how you can use your leave to maintain your benefit. If you will be on full LWOP, HRS and Payroll will provide information regarding premiums payments in order to keep benefits active.
- ❑ **Long Term Disability Insurance (LTD)** - If the leave is for your own medical condition, apply for **Long Term Disability** (LTD) benefits if you will be off work longer than your waiting period and/or 90 days. HRS Benefits can provide you with claim forms and provide information/assistance regarding this benefit.
- ❑ **Shared Leave** - If leave is due to severe or life threatening circumstances, you may be eligible for **Shared Leave**. Contact HRS 509-335-4521. (NOTE: Eligibility for Workers' Compensation or LTD benefits will impact eligibility for shared leave.
- ❑ **Medical Leave Form Completion** - After reviewing the above topics, determine how you will use your leave and complete the Leave Request Form. Do not hesitate to contact HRS if you have questions. Return the form to HRS.
- ❑ **Certification Form** – You will be responsible for providing the appropriate medical documentation to the appropriate health care provider or individual and ensuring they provide the documentation to HRS. **Important NOTE: This information should not be provided to your supervisor or your department, but submitted directly to HRS.**
- ❑ **Call in Requirements**- Plan with your supervisor and/or HRS as to how often you should contact WSU while you are on leave.

Other important information of which to be aware:

- ❑ **Leave Without Pay (LWOP) and Loss of Benefits** - At the end of a FML period, or if you are on full LWOP for a non-FML event, you will lose eligibility **for employer-paid benefits**. *Employees maintain eligibility for employer-paid benefits if in paid status 8 or more hours in a month, but are still responsible for their portion of the premiums, which 8 hours of pay may not cover. Contact HRS for the criteria/limitations of how the 8 hours may be used.* HRS Benefits will send a **self-pay packet** to the employee offering the option to continue benefit coverage on a self-pay basis. If you lose employer-paid coverage, contact HRS Benefits 509-335-4521 upon return to work to re-activate benefits.
- ❑ **Release to Return to Work** - If you have been off work **for your own medical condition**, you may be required to submit to HRS a *Work Assessment Form* completed by your doctor prior to returning to work. If the medical documentation shows that you are unable to return to work on a full-time basis, or if you need temporary modified duties, HRS will coordinate a Return-to-Work Plan with your department.
- ❑ **Reasonable Accommodation (RA)** - If your leave goes beyond the FML or allowed medical leave period (normally 4 months), you may be eligible for extended medical leave as a RA. Additionally, if your medical documentation shows you may have permanent or long term limitations/restrictions when released to return to work, a RA may also be pursued.
- ❑ **Life Insurance Premium Waiver** - If you are or know you will be off work for more than 6 months for your own medical condition, contact HRS for information regarding the **Life Insurance Premium Waiver**. A life waiver allows an eligible employee to keep the life insurance coverage, but have the premiums waived during the period of disability.
- ❑ **Disability Separation/Retirement** - If circumstances dictate that you are unable to return to work, a **disability separation** or **disability retirement** may be pursued. HRS personnel will assist in this matter.