



MONTCLAIR STATE UNIVERSITY

Division of Human Resources

Extended Sick Leave Procedures

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Information Sheet

<u>Leave of Absence Type:</u> Extended Sick Leave	<u>With Pay:</u> If employee has earned sick time, he/she may use this earned time toward the leave.
<u>Leave Description:</u> <ul style="list-style-type: none"> • An Extended Sick leave is five or more consecutive days taken by an employee who has a serious health condition or to care for an immediate family member with serious health condition. This is distinct from the use of sick time on an incidental basis. • May take up to a year (with appropriate medical documentation and supervisor's approval) 	
<u>Eligibility Requirements:</u> <ul style="list-style-type: none"> • Family Leaves have been exhausted and additional time is requested 	
<u>Status of benefits while on leave:</u> <ul style="list-style-type: none"> ➤ <u>Health</u> – Covered while using earned time. ➤ <u>Pension</u> - Contributions are made while using earned time. ➤ <u>Dental</u> – Covered while using earned time. ➤ <u>Life Insurance</u> – Remains intact. ➤ <u>Sick</u> – Continues to accrue while using earned time. ➤ <u>Vacation</u> – Continues to accrue while using earned time. ➤ <u>Personal</u> – Continues to accrue while using earned time. 	
<u>Approval Process:</u> Request in writing to the Benefits Office, along with Leave of Absence Form.	
<u>Required Documents:</u> Medical documentation including estimated length of time to recovery and potential return to work date.	
<u>Monitoring Process:</u> University may request regular progress reports from the doctor depending on the length of the leave.	
<u>Extension Process:</u> Request in writing to the Benefits Office.	

Required Documents:

Additional medical documentation

Return Process:

Benefits Office needs to be notified at least one week before the employee is ready to return to work.

Required Documents:

Return to work notice from physician indicating employee's ability to perform job duties. The university may also request that the employee be evaluated by a state approved physician.

Information Sheet

<u>Leave of Absence Type:</u> Extended Sick Leave	<u>Without Pay:</u> If employee has no leave time available, the leave is without pay.
<u>Leave Description:</u> <ul style="list-style-type: none"> • A sick leave is five or more consecutive days taken by employee who has a serious health condition or to care for an immediate family member with serious health condition. This is distinct from the use of sick time on an incidental basis. • May take up to a year (with appropriate medical documentation and supervisor's approval) 	
<u>Eligibility Requirements:</u> <ul style="list-style-type: none"> • Family Leaves have been exhausted and additional time is requested 	
<u>Status of benefits while on leave:</u> <ul style="list-style-type: none"> ➤ <u>Health</u> – Employee is responsible for full premium of health benefits while on leave. ➤ <u>Pension</u> - If employee is in 'without pay status' no contributions are made. ➤ <u>Dental</u> –Employee must pay the full premium for dental coverage when in 'without pay' Status. (For continued coverage through COBRA see FAQ's) ➤ <u>Life Insurance</u> – Remains intact. ➤ <u>Sick</u> – Does not accrue. If employee is going to use state disability, earned sick time must be used first. ➤ <u>Vacation</u> – Does not accrue. ➤ <u>Personal</u> – Does not accrue. 	
<u>Approval Process:</u> Request in writing to Benefits Office	
<u>Required Documents:</u> Medical documentation including estimated length of time to recovery and potential return to work date.	
<u>Monitoring Process:</u> University may request regular progress reports from the doctor depending on the length of time of the leave.	

Return Process:

Benefits Office needs to be notified at least one week before the employee is ready to return to work.

Required Documents:

Return to work notice from physician indicating employee's ability to perform job duties. The university may also request that the employee be evaluated by a state approved physician.

Extended Sick Leave Procedures

1. The employee should obtain medical documentation and submit with a completed Leave of Absence Form to the Employee Benefits representative. The medical documentation must state how the illness prevents you from performing your duties and the proposed begin and end dates of the sick leave.
2. The Employee Benefits representative will notify the employee's supervisor of the employee's extended sick leave request and the proposed start and end dates.

Monitoring Leave

Employee Benefits has the right to request monthly updates on employee's medical condition.

Extending Leave

Changes in the return date resulting in a request to extend the leave further should be reported to the Employee Benefits Office immediately.

Return to Work

Employee must bring a return to work note from the physician to the Employee Benefits Office, indicating that he/she is now medically able to perform job duties and complete any necessary paperwork for reinstating Health and Dental Benefits.

Extended Sick Leave's Frequently Asked Questions

- Q. **When do I need to complete the extended sick leave form?**
- A. If you have previously exhausted FMLA and FLA and have a serious health condition or need to care for immediate family member with serious condition.
- Q. **Is there a time limit to an extended sick leave?**
- A. An extended sick leave may be granted for up to one year with the approval of the divisional VP and the VP for Human Resources.
- Q. **Do I need to physically bring in my medical documentation?**
- A. No, it can be mailed or faxed.
- Q. **Is there anything other than the extended sick leave form and medical documentation that may be required to obtain approval?**
- A. The University may require that the medical documentation be approved by a state approved physician and/or the employee be examined by a state approved physician.