

FMLA AND STIR LEAVE MANAGEMENT - QUICK REFERENCE

Supervisor Responsibilities

- Recognize absences & refer to CareWorks
- Call CareWorks on leave questions
- Communicate to employee
- Ensure paid/unpaid time reported to Payroll
- Ensure RTW form received

CareWorks Responsibilities

- Medical Review of FMLA, STIR & LTD
- Leave determination
- Documentation of FMLA time
- Documentation of STIR time
- RTW coordination and leave closure once employee returns to work or leave ends
- Answer questions for employees and supervisors on leave details

Staff Member Responsibilities

- Work with CareWorks on:
 - Leave request
 - Leave paperwork
 - Leave determination
 - Leave extension
 - Return to Work (RTW)
- Communicate to supervisor & CareWorks
 - Continuous – at least every 30 days
 - Intermittent – every absence within 24 hours
- Report paid/unpaid time to Payroll
- Provide RTW to supervisor *at least 7 days* prior to return

Refer to CareWorks if:

- Absence of more than 3 days for medical reason or family care.
- Continued absences for the same reason and/or condition.
- Continued absences for a qualifying family member.
- Multiple health care provider visits or visits plus treatments.
- Anything you suspect may be FMLA or STIR leave eligible.

Payroll Responsibilities

- Process reported paid or unpaid time
- Assist in recovery of overpayments

Human Resources Responsibilities

- Resource for supervisors and staff
- Assist in absence management
- Leave balance adjustments

Leave Management Resources

Quick Reference Card • Checklist • Brochures • Toolkit • Guides • FAQs

Available on: hr.nd.edu

Questions? Contact:

- **AskHr** for coverage and benefits questions (574) 631-5900 or askHr@nd.edu
- **CareWorks** for leave initiation, inquiries and determination questions (888) 436-9530
- **HR Benefits** for program or policy related questions (574) 631-5900
- **Payroll** for pay or overpayment questions (574) 631-7575
- **Office of Institutional Equity** for accommodations (574) 631-0444
- **Risk Management & Safety** for work related injury/illness (574) 631-5037
- **Human Resources Consultant** for attendance/performance (574) 631-5900

ADDITIONAL BENEFITS AND RESOURCES

Health Advocate

- Free help navigating healthcare
- Find providers
- Assist in understanding medical bills
- Locate eldercare and support services
- Offered to faculty and staff as well as parents of faculty and staff

Accident Insurance*

- If enrolled, provides a lump-sum benefit payment as a result of an accident

*If you are unsure you have accident coverage through the University you can log into mybenefits.nd.edu to view the benefits you're enrolled in or you may contact askHr at (574) 631-5900 or via email at AskHr.nd.edu.

Employee Assistance Program (EAP)

- Provides support on a wide range of issues such as:
 - Parenting
 - Stress
 - Depression
 - Work
 - Retirement planning
 - Financial and legal issues

Critical Illness Insurance*

- If enrolled, provides a lump-sum benefit paid directly to you upon diagnosis of a covered critical illness

*If you are unsure you have critical illness coverage through the University you can log into mybenefits.nd.edu to view the benefits you're enrolled in or you may contact askHr at (574) 631-5900 or via email at AskHr.nd.edu

Castlight

- View your past medical expenses
- View your remaining deductible
- Estimate costs for specific services based on your health plan, location and how much of your deductible has been met
- See provider ratings and patient reviews
- Compare providers

Life Insurance Accelerated Benefit*

Provides an early payment of benefits while you are still living:

- Should you become terminally ill and;
- Have a life expectancy of less than 12 months

*If you are unsure you have life insurance coverage through the University you can log into mybenefits.nd.edu to view the benefits you are enrolled in or you may contact askHr at (574) 631-5900 or via email at AskHr.nd.edu.

Wills and Estate Planning

The LifeWorks program can help with:

- Estate planning
- Advance directives
- Probates and estates
- Trusts
- Living wills and power of attorney

Bright Horizons Care Advantage

Available to regular full-time faculty and staff and pre-registration is required before services may be arranged. The Bright Horizons Care Advantage program includes:

- Back-up care for unexpected, short-term child or elder care needs
- An online provider directory for on-going family care solutions