

# Requesting a Leave of Absence

- 1 Call your supervisor to report your absence. Failure to contact your supervisor may result in a policy violation.
- 2 Call York at 888.436.9530 or visit [timeoff.yorkrisk.com](http://timeoff.yorkrisk.com) to initiate a request. Failure to contact York within 24 hours of your absence may result in delay or denial of your request.
- 3 Provide information requested by York as soon as possible.

# Processing Your Claim

Once you request a claim, you'll receive a packet of information to be completed and returned to York by the time specified. A York claim representative will evaluate your request once all documentation has been received.

Your claim representative will maintain contact with you throughout the process and can answer any questions you may have about your leave of absence.

Your claim representative will also follow up with your Human Resources department to ensure timely and accurate processing of your claim.

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Behind every good outcome

LEAVE OF ABSENCE PROGRAM

# Employee Guide

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When in doubt, call York **888.436.9530**

# Your FMLA Benefits

*The Family and Medical Leave Act (FMLA) provides job protection when eligible employees need to take up to 12 work weeks of leave in a 12-month period for a FMLA-covered reason.*

## Q: Am I eligible for FMLA leave?

- A: You're eligible if you meet the following requirements:
- You've worked at least 12 months for the University
  - You've worked at least 1,250 hours in the 12 months before the requested leave
  - You work at a site that has at least 50 employees within 75 miles

## Q: What circumstances does the FMLA cover?

- A: The following leave reasons are covered:
- Your own serious health condition prevents you from being able to perform your job
  - You need time off to care for your spouse, child or parent with a serious health condition
  - Your child is born or placed with you for adoption or foster care
  - You need time off for a qualifying exigency, when your spouse, child or parent is on active duty in the Armed Forces
  - You need to care for a covered servicemember who is your spouse, child, parent or next of kin (up to 26 weeks of leave may be taken for this purpose)

## Q: How much notice should I give my supervisor and York?

- A: It depends on the circumstance:
- If your need for FMLA leave is foreseeable (like for a pregnancy or scheduled surgery), then notify your supervisor and York at least 30 days ahead of time.
  - If your need for FMLA leave is unforeseeable, then notify your supervisor and York as soon as possible once you become aware of the need for leave.

## Q: What information is needed to support my FMLA claim?

- A: The most common documentation required is a medical certification completed by a health care provider. York will notify you of all needed documentation and deadlines.

## Q: What if I'm not sure whether the FMLA would apply to my need for time off?

- A: You'll want to contact York to request FMLA leave if one of the following situations applies to you:
- You've been absent three or more consecutive days for medical reasons, and/or to care for a family member who is sick
  - You have multiple absences due to the same health condition, and/or to care for a family member due to the same health condition
  - You have multiple doctor visits and/or appointments for treatment
  - You've added a child to your family
  - You have absences related to a spouse's, son's or daughter's deployment to active duty

# Your Disability Benefits (STIR)

*Short-term disability insurance is designed to pay you a weekly benefit in the event you can't work because of a covered, non-work related illness or injury. This benefit replaces a portion of your income, which helps you meet financial commitments in a time of need.*

## Q: Am I eligible for STIR?

- A: To be eligible, you must meet the requirements included in the member definition of the University's plan. Please refer to the University's plan.

## Q: When am I considered disabled?

- A: You're considered disabled if the following occurs as a result of physical disease, injury, pregnancy or behavioral health disorder:
- You're unable to perform the duties of your job
  - You suffer a loss of at least 20 percent of your pre disability job earnings

## Q: When do disability benefits become payable?

- A: If you become disabled and your claim for STIR is approved, benefits become payable once you have satisfied the 7 calendar day waiting period.

## How will I get paid?

- Q: A: Your STIR benefit will be paid by the University.

*When in doubt, Call York*  
**888.436.9530**