**Employee Medical Leave Instructions**

• Employee notifies supervisor they have a medical problem that will require time off work.

• Supervisor notifies Reserve Director.

• Reserve Director notifies the NRS Campus Office immediately.

• Reserve Director requests a doctor’s note stating the leave is a medical necessity and includes  
an estimated return-to-work date. Note goes to NRS Campus Office.

• The MSI NRS Payroll Analyst acknowledges the request in writing within two business days of receipt (email or snail mail) of request for medical leave. Acknowledgement should include start date, end date, purpose is for medical leave), and whether or not the employee is eligible for Family Medical Leave (FMLA).

• The department should authorized all granting of leaves in writing to the employee, stating a clear start and end date and conditions for returning to work at the end of the leave. If not eligible for FMLA, employee must contribute to their benefits in order to maintain them once accrued sick and vacation is used up.

• Employees may not return to work without a doctor’s release. If the doctor’s note imposes any restrictions on the work-related tasks they can perform, the department

/supervisor notifies HR to develop a Transitional Work Plan.

**Eligibility for FMLA**

• Employee must have 12 months of UC service

• Employee must have worked 1250 actual hours (approx. 75%-time) during the prior 12 months

• If employee is eligible for FMLA, see “Guidelines for Family Medical Leave Act” below

• Once the employee has exhausted their accrued sick leave, the employee can choose to use accrued vacation or request to be put on medical or personal leave without salary.

**Guidelines for Family Medical Leave Act (FMLA)**

• Employee must be enrolled in FMLA if they are out three (3) days for a medical reason.

• Employee must be notified (by letter via registered mail) within two business days of receiving the leave request. Payroll Analyst prepares and signs FMLA letter to employee, encloses FML Department Checklist and Rights and Obligations with letter.

• Reserve director acts as “case manager” for FMLA

• Employee is entitled to 12 work-weeks of family and medical leave during a 12-month period calculated on the calendar year. Employee’s benefits will continue to be covered by department during this period of time.

**Guidelines for Disability Insurance**

• Short-term disability is available to employees that qualify.

• Disability pays employee a percent of the employee’s normal salary.

• There is a 30-day waiting period for disability insurance to kick in.

• Notify the employee to contact HR Disability Coordinator as soon as possible.

• Employee must use accrued sick leave before they can be granted disability.

• If the employee has paid for Long-term disability, this will extend the period