

FMLA LEAVE

Process:

- Employee submits leave request letter to HR (Lisa Cook) which includes estimated dates of leave, so the leave can be taken to Board for approval if needed.
- Employee will receive FMLA paperwork to be filled out by physician and employee will receive a response from HR indicating whether leave is FMLA eligible.
- Employee returns FMLA paperwork to Benefit Specialist, Jennifer Schuler.
- Employee receives final determination whether leave is covered by FMLA.
- Before returning to work, employee is required to provide a "Return to Work Certification" from their physician.

Who is eligible for FMLA:

- Employee has worked for MSD of Decatur for a minimum of 12 months (does not need to be consecutive)
- Employee has at least 1,250 hours of service during the 12 month period immediately preceding the leave.

What does it mean to have my leave designated as FMLA:

- Eligible employees may take up to 12 work weeks of leave (60 days) in a rolling 12 month period forward from the first date employee uses leave.
- MSD of Decatur will continue group health insurance during the 12 weeks of FMLA leave.

Will I be paid during my leave?

- Employees will use available sick days for contract work days for which the employee's doctor considers them disabled.
- Employee should check with payroll to determine how contract/pay will be affected.
- **If you do not have sufficient pay to cover your insurance payroll deductions, it is the employee's responsibility to notify the Benefit Specialist, Jennifer Schuler, to work out a payment plan to pay for insurance. (317) 856-5265 ext. 11131**

What if my FMLA leave extends beyond 60 days?

- If employee is enrolled in group insurance then employee will be offered COBRA coverage (**Employee responsible for full group insurance premium plus 2% administration fee**)
- Days beyond the 60 days of FMLA will be designated as a leave of absence.

I have American Fidelity Short Term Disability. How do I file a claim?

- Todd Caston is your disability claims representative. You may request a claim form from Todd or Jennifer Schuler, Benefit Specialist.

Todd Caston

Account Executive

American Fidelity Educational Services

800-638-4268, ext.223 office cell 317-908-6185

- There are 3 parts to form. Todd can help with questions on section one and with questions concerning payments on your claim. The employee fills out section 1, employer section 2 & doctor section 3.