

QUICK REFERENCE GUIDE FOR EMPLOYEES

MEDICAL LEAVE

- ✓ If your absence is anticipated to last more than 3 days, apply for Family Medical Leave.
 - Complete Family Medical Leave (FML) request form. http://www.fis.ncsu.edu/hr_forms/fmlreq.doc and a Medical Authorization form. *Note: For personal illness, employees must exhaust available sick leave and may choose to use vacation leave before going on leave without pay.*
 - All leave meeting the FML qualifying reasons should be designated as FML leave. Family Medical Leave (FML) provides 12 work weeks of paid or unpaid leave during a 12 month period to eligible employees for a personal serious health condition, for the birth and care of a newborn, care for an adopted or foster child (proof is required), care for a child, spouse, or parent with a serious health condition. While on paid or unpaid FML leave, your State health benefits will continue.

- ✓ If your absence is anticipated to last more than seven days, contact University Benefits to apply for Voluntary short-term disability benefits (if purchased). After a waiting period of 7 days, this plan provides a salary replacement of up to 60% of your base compensation.

- ✓ If your absence extends beyond 20 days and you are a twelve-month EPA or permanent/probationary SPA employee with serious and prolonged medical conditions, you may apply for Voluntary Shared Leave.
 - Complete a Shared Leave Request (form SL-1, http://www.fis.ncsu.edu/hr_forms/sharleav.doc) and medical certification form and submit request to your supervisor. *Note: Employees must exhaust sick and vacation leave balances before receiving donated leave.*
 - Your supervisor will complete the SL-1 form department approval section and will forward the form to Human Resources, Salary Administration.
 - Human Resources, Salary Administration will advertise the request and inform you about any donations.

- ✓ If your absence is anticipated to last beyond 30 days and you have at least one year of contributing service in either the TSERS or the ORP retirement program, then contact your Benefits Counselor to complete the State's disability claim forms. *Note: If you are medically unable to meet with a benefits counselor, the counselor will discuss disability benefits with you by telephone or e-mail. Discussions may also be conducted with an authorized representative.*

- ✓ During the State's disability 60-day waiting period, you will receive salary from:
 - Exhausting sick or vacation leave,
 - Leave obtained from the Shared Leave Program, or
 - Voluntary disability plan you may have purchased.

- ✓ State's short term disability (STD) plan pays a benefit of 50% of your base compensation, including longevity, up to a monthly maximum of \$3,000 for up to one year or until you are no longer deemed disabled. In order for you receive a monthly disability check, you must provide your Benefits Counselor a DIP-3 form, Employee Request for Payment and Certification of Disability by Physician form, verifying your disability. DIP-3 forms are required monthly.

- ✓ How are your benefits affected will on disability leave?
 - If you have more than 5 years of retirement service, the State Health Plan will continue while you are receiving States disability benefits.
 - If you have less than 5 years of retirement service, the State Health Plan can continue but must be paid by you while you are receiving States disability benefits. *Note: The University will pay the State Health Plan premiums while you are on FML leave.*
 - NC Flex benefits can continue but must be paid on an after tax basis directly to the vendors.
 - Retirement contributions stop once you are on unpaid leave or while receiving State disability benefits.

- ✓ If your disability extends for the complete year of STD benefits, then contact your Benefits Counselor 60 to 90 days prior to STD benefits ending to complete extended short term or long-term disability benefits.

Benefits While on Medical Leave

Employees' benefits are affected depending upon whether they are on FML, leave without pay (LWOP), and/or whether the employee has more than 5 years of contributing retirement service in ORP or TSERS.

	While on FML Leave	While on LWOP and not on FML (After FML is exhausted or employee doesn't qualify for FML)	With 5 or more years of retirement service and receiving State Disability Benefits	With less than 5 years of retirement service and receiving State Disability Benefits (After FML)
State Health Plan	The employer's monthly contribution for the employee will continue to be paid by the University; however, the employee must pay premiums for dependent coverage to the University Payroll Office.	The employee must pay the full cost of the insurance premiums for the employee and the employee's eligible dependents.	The employer's monthly contribution for the employee will continue to be paid by the University; however, the employee must pay premiums for dependent coverage to the University Payroll Office.	The employee must pay the full cost of the insurance premiums for the employee and the employee's eligible dependents.
NC Flex Benefits	If on unpaid FML leave, must be paid on an after tax basis by direct payment to the appropriate NC Flex vendors. If on paid FML leave, premium payments will continue from paycheck.	Must be paid on an after tax basis by direct payment to the appropriate NC Flex vendors.	Must be paid on an after tax basis by direct payment to the appropriate NC Flex vendors.	Must be paid on an after tax basis by direct payment to the appropriate NC Flex vendors.
Retirement	Will continue to be deducted from paid FML leave. If unpaid FML, employee may purchase service credit based on plan provisions.	Retirement contributions are not deducted. Employee may purchase service credit based on plan provisions.	Retirement contributions are not deducted from State Disability benefits. Employee may purchase service credit based on plan provisions.	Retirement contributions are not deducted from State Disability benefits. Employee may purchase service credit based on plan provisions.
Additional Benefits	Coverage will continue provided you pay the applicable premiums to Payroll or the vendor as required while on an approved leave of absence.			