



CORNELL UNIVERSITY  
POLICY LIBRARY

POLICY 6.9

Volume: 6, Human Resources  
Chapter: 9, Time Away From Work  
Responsible Executive: Vice  
President for Human Resources  
Responsible Office: Division of  
human Resources, Benefit  
Services  
Originally Issued: October 1980  
Last Updated: June 5, 2009

Time Away From Work:  
Medical Leaves for Nonacademic Staff  
(Includes Short-term Disability, Workers'  
Compensation and Personal Medical  
Leave)

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## POLICY STATEMENT

Cornell University provides several kinds of leave to assist nonacademic staff members to balance the demands of the workplace, their individual needs, and the needs of their families, in ways that accommodate the legitimate interests of campus units. To assist staff to meet these needs, this section of University Policy 6.9, Time Away From Work establishes benefits that meet or exceed compliance standards of various states' laws related to Workers' Compensation and Short-term Disability, as well as federal standards under the Family and Medical Leave Act of 1993.

◆ **Note:** Academic staff members are covered under University Policy 6.2.1, Leaves for Professors and Academic Staff. Leaves for student employees are covered in [Student Employment Policies and Procedures](#) of the Office of Financial Aid and Student Employment.

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## REASON FOR POLICY

The university is committed to assisting staff members to balance the diverse responsibilities of their working and personal lives. This policy contains many features that exceed requirements set by state and federal laws, including the New York State Disability and Workers' Compensation laws and the Federal Family and Medical Leave Act of 1993.

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## ENTITIES AFFECTED BY THIS POLICY

- All units of the university, excluding the Weill Cornell Medical College

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## WHO SHOULD READ THIS POLICY

- All nonacademic staff of the university, except those of the Weill Cornell Medical College

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## WEB SITE ADDRESS FOR THIS POLICY

- This policy:  
[www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/timeaway.cfm](http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/timeaway.cfm)  
- University Policy Office: [www.policy.cornell.edu](http://www.policy.cornell.edu)

## POLICY 6.9

### Time Away From Work:

### Medical Leaves for Nonacademic Staff (Includes Short-term Disability, Workers' Compensation and Personal Medical Leave)

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## RELATED DOCUMENTS

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<b>University Policies and Documents</b>	<b>Other Documents</b>
<a href="#">University Policy 2.4, Health and Safety</a>	<a href="#">Family and Medical Leave Act 1993</a>
<a href="#">University Policy 6.2.1, Leaves for Professors and Academic Staff</a>	<a href="#">Health Insurance Portability and Accountability Act of 1996</a>
<a href="#">University Policy 6.6.13, Flexibility in the Workplace</a>	<a href="#">New York State Disability Law</a>
<a href="#">University Policy 6.9, Time Away From Work: Sections on Vacation, Holiday, Sick Leave, Health Care and Personal Leave, and Family Leaves for Nonacademic Staff</a>	
<a href="#">University Policy 7.1, Voluntary Leave of Absence for Students</a>	
<a href="#">Human Resources Policy 6.7.5, Temporary and Casual Appointments</a>	
<a href="#">Student Employment Policies and Procedures of the Office of Financial Aid and Student Employment</a>	
<a href="#">The Guide to Graduate Study</a>	

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## CONTACTS

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Direct general questions about this policy to your college or unit's administrative or Human Resources office. If you have questions about specific issues, call the following offices.

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>E-mail/Web Address</b>
Benefits Relating to Medical Leaves for Nonacademic Staff	Medical Leaves Administration – Division of human Resources, Benefit Services	(607) 216-1400 Fax: (607) 216-1425	<a href="mailto:wcds@cornell.edu">wcds@cornell.edu</a> <a href="http://www.ohr.cornell.edu/benefits">www.ohr.cornell.edu/benefits</a>
Human Resources Online Transactions	Records Administration – Division of human Resources	(607) 255-6883	<a href="mailto:hris_records@cornell.edu">hris_records@cornell.edu</a> <a href="http://www.ohr.cornell.edu/hr/organization/hris/index.html">www.ohr.cornell.edu/hr/organization/hris/index.html</a>
Policy Interpretation	Medical Leaves Administration – Division of human Resources, Benefit Services	(607) 216-1400 Fax: (607) 216-1425	<a href="mailto:wcds@cornell.edu">wcds@cornell.edu</a> <a href="http://www.ohr.cornell.edu/benefits">www.ohr.cornell.edu/benefits</a>
Reporting Accidents In University-Owned Spaces	Environmental Health and Safety	(607) 255 8200	<a href="http://www.ehs.cornell.edu/">www.ehs.cornell.edu/</a>
Qualifying and Applying for Benefits, Including Parental and Family Health Leaves	Your unit's Human Resources representative		<a href="http://www.ohr.cornell.edu/contactHR/hrAcrossCampus/hrConsultants.html">www.ohr.cornell.edu/contactHR/hrAcrossCampus/hrConsultants.html</a>

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## DEFINITIONS

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These definitions apply to these terms as they are used in this section of this University Policy 6.9, Time Away From Work, and draw on language from the Family and Medical Leave Act of 1993.

◆**Note:** The Cornell Short-Term Disability Plan and the New York State Short-Term Disability Plan apply to all eligible Cornell nonacademic employees, including those in Arecibo, Puerto Rico. Employees in the four states (CA, HA, RI, NJ) that have existing Short-term Disability benefits law must contact WC/DC. For Workers' Compensation, employees assigned outside New York State must refer to the provisions of the applicable law in the state, province, or country where their employment is located, or contact MLA.

<b>Causal Relationship</b>	Recognizable link between an accident arising out of the course of employment and a resultant injury, or between a distinctive feature of employment and an occupational disease. This relationship must exist for claims of Workers' Compensation.
<b>Eligible Staff: Personal Medical Leave</b>	All staff (including temporary or casual) who have been employed by the university for at least 12 cumulative months, and have been paid for at least 1,000 hours during the 12-month period immediately before the start of the leave. Although the 12 months during which the staff member must have been employed do not have to be consecutive, employment prior to a continuous break in service of seven years or more will not be counted.
<b>Eligible Staff: Short-Term Disability</b>	All staff working at Cornell for 28 calendar days or employed within 28 calendar days with a covered employer, as per New York State law, and having an absence from work of at least one week.  Short-term Disability benefits are paid-for absences due to non-work-related injuries or illnesses.
<b>Eligible Staff: Workers' Compensation</b>	All staff working at Cornell (including temporary and casual) are eligible from the first day of their employment.  New York State law requires employers to pay for lost wages and medical care when a staff member is injured at work. A successful Workers' Compensation claim is established when a) proper notice of injury is provided to the employer, b) medical reports establish an injury or illness, and c) the cause of the injury is related to the employment.  Workers' Compensation benefits are paid-for absences due to work-related injuries or illnesses.
<b>Family and Medical Leave Act of 1993</b>	Federal law requiring private employers of 50 or more employees to provide eligible employees unpaid, job-protected leave for up to a total of 12 workweeks within any 12 months because of the birth of a child and to care for a newborn child; the placement of a child with the employee for adoption or foster care; the employee is needed to care for a family member with a serious health condition; <b>or the employee's own serious health condition makes that employee unable to perform the functions of his or her job.</b> In certain cases, this leave may be taken on an intermittent basis, rather than all at once, or the employee may work a part-time schedule.
<b>Equivalent Position</b>	Position that is the same as the staff member's former position in terms of pay, benefits, and working conditions.
<b>Health Care Provider – Personal Medical Leave</b>	Doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor

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## DEFINITIONS, CONTINUED

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	<p>practices. These individuals may include podiatrists; dentists; clinical psychologists; optometrists; chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray); nurse-practitioners and nurse-midwives who are authorized and are performing under the scope of their practice as defined under state law; clinical social workers; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts (additional certification may be required).</p> <p>Also included are health care providers, who practice outside of the United States, and any other health care provider from whom the university's Director of Benefit Services will accept certification of the existence of a serious health condition to substantiate a claim for benefits.</p>
<b>Health Care Provider – Short-Term Disability</b>	All New York State licensed physicians, dentists, psychologists, chiropractors, podiatrists, and nurse-midwives.
<b>Intermittent Leave</b>	Leave taken in separate blocks of time, rather than in one continuous period, related to a single illness or injury. Such leave may be taken in blocks of hours, days, or weeks.
<b>Long-Term Disability</b>	Benefits apply after 26 weeks of temporary, total disability, and provide for 60% of lost wages, as long as the staff member remains totally disabled as determined by medical documentation.
<b>Medical Leaves for Nonacademic Staff</b>	Medical Leaves for Nonacademic Staff comprises three categories of leave: Workers' Compensation, Short-term Disability, and Personal Medical Leave. The provisions of these leaves are outlined in this policy.
<b>Reduced Schedule Leave</b>	Leave schedule that reduces the staff member's regularly scheduled number of working hours per workday or workweek.
<b>Serious Health Condition (Personal Medical Leave)</b>	<p>Illness, injury, impairment, or physical or mental condition that involves one of the following:</p> <ul style="list-style-type: none"> <li>● Any period of incapacity or treatment in connection with, or consequent to, inpatient care in a hospital, hospice, or residential medical care facility</li> <li>● Any period of incapacity of more than three consecutive calendar days that also involves subsequent or continuing treatment by (or under the supervision of) a health care provider</li> </ul> <p>◆<b>Note:</b> A chronic health condition can also qualify as a serious health condition, even if a staff member or family member does not receive treatment, and it does not last three days (examples: asthma, severe morning sickness).</p> <p>◆<b>Caution:</b> Unless complications arise, ailments such as the common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, etc. are not considered a serious health condition and do not qualify under this policy.</p>

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## RESPONSIBILITIES

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#### Eligible Staff Member

Comply with the following for all types of Medical Leaves under this policy:

- Respond to all requests for information from supervisor or Medical Leaves Administration (MLA) of the Division of human Resources (OHR), including timely provision of medical documentation
- Maintain agreed-upon contact with supervisor during the period of leave
- When directed by MLA, submit to an independent medical examination

In the case of Workers Compensation:

- Use an accident report form to provide notice of a work-related injury to supervisor within 24 hours of the incident

In the case of Short-term Disability:

- Use the appropriate form to provide timely notice to supervisor of the need for Short-term Disability

In the case of Personal Medical Leaves:

- If the need for the leave is foreseeable, use the appropriate form to provide 30 days advance notice to the supervisor
- If the need for the leave is not foreseeable, provide as much advance notice as possible

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#### Environmental Health and Safety

Make available to members of the Cornell community, and process submitted Accident Report forms relating to health or safety hazards on Cornell-owned or occupied space.

Process copies of forms that have been sent to MLA.

Refer any immediate danger to health or safety on university-owned or occupied space to the Cornell Police.

Comply with all other procedures documented in this policy with regard to work-related accidents or injuries on university-owned or occupied space.

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#### Local Human Resources (HR) Office

Along with the staff member's supervisor, inform the staff member of entitlements and obligations under the provisions of these programs.

Assist staff with determining eligibility for and applying for parental and family health leaves benefits.

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#### Supervisors

Along with the local HR representative, inform the staff member of his or her entitlements and obligations under the provisions of these programs.

Advise local HR of any staff absences that may be eligible for benefits under this policy.

Consult in a timely fashion with MLA to review staff member's eligibility, obtain appropriate forms, and/or understand specific leave

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**RESPONSIBILITIES, CONTINUED**

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	<p>management procedures.</p> <p>Continue to consult with MLA throughout the leave period to facilitate compliance with the provisions of the leave policy.</p> <p>Identify and maintain agreed-upon contact with staff member during the leave period.</p> <p>Refer any immediate danger to health or safety on university-owned or occupied space to the Cornell Police.</p> <p>Report ongoing or potential hazards on university-owned or occupied space to Environmental Health and Safety.</p> <p>Receive from staff and/or assist staff to file with MLA reports of work-related accidents or injuries occurring on university-owned or occupied space, and consult with Environmental Health and Safety.</p>
<b>Third Party Administrators' (TPA) Claims Staff</b>	<p>Administer approved claims of injury or illness to comply with applicable law.</p>
<b>Medical Leaves Administration (MLA): Disability Case Managers</b>	<p>Receive from staff members or supervisors reports regarding work-related accidents or injuries occurring on university-owned or occupied space, a copy of which goes to Environmental Health and Safety.</p> <p>Assist staff and supervisors with the process of returning to work appropriately.</p> <p>Advise staff on terms and procedures governing workplace and non-work-related injuries and illnesses.</p> <p>Review and approve applications for leave, including review of medical provider documentation.</p> <p>As appropriate, after reviewing medical documentation, seek clarification from the medical provider or require staff member to submit to an independent medical examination.</p>

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## PRINCIPLES

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### Overview

Medical Leaves for Nonacademic Staff comprises three categories of leave:

1. New York and other states', or Defense Base Act Workers' Compensation ("Workers' Compensation")
2. Cornell Short-term Disability or New York State Short-term Disability
3. Personal Medical Leave

This policy provides an outline of the provisions and procedures for qualifying and applying for and the taking of Medical Leaves.

### Eligibility

For each category of Medical Leave, the eligibility requirements differ.

For Personal Medical Leave, all staff members are eligible (including temporary or casual) that have been employed by the university for at least 12 cumulative months, and have been paid for at least 1,000 hours during the 12-month period immediately before the start of the leave. The 12 months during which the staff member must have been employed do not have to be consecutive; however, employment prior to a continuous break in service of seven years or more will not be counted.

For Short-term Disability, all staff are eligible who have been working at Cornell for 28 calendar days or are employed within 28 calendar days with a covered employer, as per New York State law, and have been absent from work for at least one week.

For Workers' Compensation, all staff working at Cornell (including temporary and casual) are eligible from the first day of their employment.

### Uniform Provisions

#### Holding a Position

A staff member's position, or an equivalent, is held for a total of 26 weeks of leave (182 days) during any 12-month (52-week) period. The following calculation is used to determine the remaining job-hold time for an individual who has taken leave within the last 12-month period (that is, looking back 52 weeks from the date of calculation).

1. Total all leave taken within the 12-month period\*
2. Subtract the total leave taken from the 26 weeks (182 days) of available job-hold time

◆ (\*)Note: This includes any leave time taken as Parental, Family Health, and

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## PRINCIPLES, CONTINUED

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Personal Medical Leaves, Military Exigency Leave, Short-term Disability, and/or Workers' Compensation, including any partial days used under Short-term Disability or Workers' Compensation.

#### Benefits While on Leave

While a staff member is on an approved Medical Leave, benefit programs may be continued at the same cost as applies to active staff. Pre-tax premiums will apply as long as the staff member receives a paycheck from university payroll during the leave. If any questions arise, staff should contact Benefit Services before and during a leave of absence.

#### Accruing Vacation and Sick Leave While on Leave

Vacation and sick leave do not accrue when a staff member is on an unpaid leave. If a staff member is on a paid leave (through use of accruals during leave and/or by receipt of the half-pay feature of Parental Leave), vacation and sick leave accruals will stop on the first day of the month following the 20<sup>th</sup> consecutive calendar day of paid leave. See "Vacation" and "Sick Leave" sections of this Time Away From Work policy.

#### Use of Accruals During Medical Leaves

To supplement existing benefits during the Short-term Disability and Workers' Compensation waiting periods, staff members must use accrued sick leave, with the exception of up to 10 days, which the staff member may elect to save. After using sick leave as indicated above, or if sick leave is exhausted, staff may elect to use vacation. After the Short-term Disability and Workers' Compensation waiting periods, and during any period of Personal Medical Leave, staff members may elect to use either sick leave or vacation accruals.

◆ **Note:** The supervisor may not deny the use of accrued leave, including vacation under the above circumstances.

#### Holiday Pay While on Leave

- **Eligibility During Unpaid Leave:** During unpaid Medical Leaves, staff members are not eligible to receive pay for university holidays.
- **Eligibility During Paid, Reduced Schedule, or Intermittent Leave:** During a holiday, staff on paid Medical Leave will receive holiday pay, and will not be required to use sick leave or vacation time on that day.

#### Personal Medical Leave During Holidays

Regardless of whether a staff member receives holiday pay during Personal Medical

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## PRINCIPLES, CONTINUED

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Leave, university holiday periods of more than one week will not be deducted from the available Personal Medical Leave balance.

#### Coordination With the Family and Medical Leave Act

Cornell provides leave that goes beyond the minimum provisions of the Family and Medical Leave Act of 1993 (FMLA). Accordingly, the 12-week leave entitlement under the FMLA will run concurrently with the use of Medical Leaves, whenever applicable.

#### Charging Leave Costs to Sponsored Projects

In accordance with federally approved costing practices and rate agreements, payments for Short-term Disability, Workers' Compensation, as well as Family Health and Parental Leaves may be charged directly to sponsored projects. Such payments must not exceed the proportion of salary allocated to the project before the leave. Where the use of project funds for leave payments threatens satisfactory completion of the project, the leave must be charged to a non-sponsored source.

### **Worker's Compensation**

Workers' Compensation benefits are paid-for absences due to work-related injuries or illnesses. The New York State Workers' Compensation law covers staff working on the Ithaca campus and in other counties within New York. Cornell staff members who regularly work in other state jurisdictions are covered by the state in which they work. For example, staff members at Cornell's Shoals Marine Laboratory are covered according to the laws of Maine, where that lab is located, and are also covered by this Cornell policy.

The Federal Defense Base Act Workers' Compensation law covers staff working at the Arecibo Observatory in Puerto Rico.

Reported injuries or illnesses must have a causal relationship to employment. Therefore, Third Party Administrators' (TPA) Claims Staff always review claims of injury or illness to determine whether there is a relationship to work at Cornell.

#### Leave Provisions

Regardless of their physical location of work, or the law which governs them, all Cornell regular, full-time and part-time, benefits-eligible staff receive the same Cornell benefits when out of work due to a work-related injury or illness, namely:

1. Up to 13 weeks of full wage continuation
2. Disability Case Management services

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## PRINCIPLES, CONTINUED

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#### 3. Assistance in filing for Long-term Disability benefits, if appropriate

After a waiting period of seven calendar days, benefits-eligible staff can receive up to 13 weeks of full wage continuation for work-related injuries or illnesses. The first seven calendar days of absence from work will be charged against accrued sick leave. See also, "Use of Accruals During Medical Leaves" of these principles. However, if the absence exceeds 14 calendar days, sick leave will be restored. If a staff member is still unable to return to work after 13 weeks, he/she will receive benefits as defined by the applicable jurisdictional law.

Workers' Compensation benefits may continue as long as the staff member is unable to work due to a work-related injury, as determined by a physician. If the staff member cannot return to work after 26 weeks of absence, Long-term Disability benefits may also apply.

#### **Short-Term Disability**

Short-term Disability benefits are paid-for absences due to non-work-related injuries or illnesses. Cornell's disability plan has been approved by New York State and meets or exceeds the minimum requirements of applicable laws.

#### Leave Provisions

The Cornell Short-term Disability Plan provides half-pay for up to 26 weeks of disability to all full-time and part-time regular and benefits-eligible temporary staff at the Ithaca campus, Arecibo Observatory, and all other jurisdictions. Temporary staff will receive a New York State mandated maximum benefit payment.

After 26 weeks of Short-term Disability benefits, regular full-time and part-time, benefits-eligible staff members at any Cornell location are also eligible to apply for Long-term Disability benefits.

◆ **Note:** After the seven-calendar-day waiting period, staff may elect to supplement the half-pay benefit with sick leave or vacation. See also, "Use of Accruals During Medical Leaves" of these principles.

#### **Personal Medical Leave**

The medical condition of a staff member may not qualify for coverage under the existing Cornell Workers' Compensation or Short-term Disability plans in some situations. However, if the circumstances qualify under the FMLA, the staff member may qualify for unpaid, job-protected leave.

#### Leave Provisions

Eligible Cornell staff may access benefits guaranteed by the FMLA and the 12 weeks of unpaid leave under the following circumstances:

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## PRINCIPLES, CONTINUED

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- a. A serious health condition prevents the staff member from completing the tasks of his or her position; and
- b. The health care provider qualifies under federal law

Staff members who qualify medically may take up to 12 weeks of unpaid Personal Medical Leave in a 12-month period.

#### Intermittent and/or Reduced Schedule Leave

With proper medical documentation, staff may take leave in smaller increments. To reduce disruption to the department's operations and business needs, staff needing intermittent or reduced schedule leave must work with his or her supervisor to schedule the leave. During foreseeable periods of intermittent or reduced schedule leave, a staff member may be transferred temporarily to an alternative position with equivalent pay and benefits.

#### Concurrent Employment While on Personal Medical Leave

Cornell University generally prohibits employees who are receiving FMLA leave (which includes Personal Medical Leave) from working for any employer during their leave. Before any Cornell employee will be approved for such leave, he or she must disclose to Medical Leaves Administration any other employment he or she will hold during the leave. Failure to disclose other employment may result in discipline, up to and including termination.

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## PROCEDURES

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#### **Receiving Medical Information**

Staff must send all medical information directly to Medical Leaves Administration (MLA). Supervisors are reminded of the Health Insurance Portability and Accountability Act of 1996, which, for the purposes of this policy, requires that they not seek access to medical information. If the supervisor receives such information, he or she must forward it to MLA.

#### **Applying for Workers' Compensation Leave**

A staff member may receive up to 13 weeks of full wage continuation when he or she becomes disabled due to a work-related injury or illness and is unable to work. After the initial 13 weeks off the job, benefits are paid according to schedules established by the Workers' Compensation Board.

When a staff member suffers a work-related accident or injury, he or she must inform his or her supervisor within 24 hours of the incident. The staff member also must file an Accident Report with MLA, a copy of which will go to Environmental Health and Safety. If the staff member is incapacitated, the supervisor, or appropriate department representative must file the report. The staff member must maintain contact with the supervisor and MLA during the Workers' Compensation leave period.

The treating physician(s) must file medical status reports with the NYS Workers' Compensation board. MLA has access to and reviews these reports.

Before returning to work, the staff member must inform the supervisor or MLA case managers, and present to MLA or the local Human Resources (HR) representative a note from the treating physician(s) that states he or she is permitted to return to work.

#### **Applying for Short-Term Disability Leave**

Staff members receive up to 26 weeks of half-pay while on an approved Short-term Disability leave. The unit will hold staff positions, or an equivalent, for up to 26 weeks while a staff member is on approved Short-term Disability leave.

To request such leave, the staff member must notify his or her supervisor of the approximate leave dates, and submit to MLA or the local HR representative an attending physician's note verifying the start date and probable duration of the leave time needed. If possible, the staff member must give his or her supervisor advance notice of the intention to take the leave. The HR representative then must complete a Sick Leave Report via an HR Online transaction, and then forward the medical note to MLA.

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## PROCEDURES, CONTINUED

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During Short-term Disability Leave, the staff member must submit to MLA periodic medical status reports verifying his or her disability status. All medical information and records are maintained by MLA. Supervisors must not receive medical reports or updates.

The staff member will not be allowed to return to work in a limited or full-time capacity without medical clearance and review by MLA. When the staff member receives clearance from the treating physician(s) to return to work, he/she must submit in advance of returning to work a written notice from the physician to either MLA or the local HR representative.

### **Applying for Personal Medical Leave**

A staff member may use Personal Medical Leave when Short-term Disability and Workers' Compensation do not apply.

To request a Personal Medical leave, the staff member must notify his or her supervisor of the need for the leave, and complete the "Personal Medical Leave Request" form. In foreseeable circumstances, staff members must provide his or her supervisor with at least 30 days notice of the need for the leave. In unforeseeable circumstances, staff members must give as much notice as possible.

Within two business days of becoming aware of the need for Personal Medical Leave, the supervisor or HR representative should fax the completed "Personal Medical Leave" form to MLA.

If the staff member does not specifically request Personal Medical Leave, it is the supervisor's responsibility, after consulting with the HR representative, to request that the staff member complete the "Personal Medical Leave" form. If the staff member is unavailable, the supervisor should complete the form for the staff member and fax it to MLA.

Upon receiving the completed "Personal Medical Leave" form from the supervisor or HR representative, MLA will confirm the employee's basic eligibility criteria, as described in "Uniform Provisions" of the "Principles" section of this policy. If the employee does not meet the basic eligibility criteria, MLA will notify the employee and the supervisor or HR representative. If appropriate, MLA will send out a tentative approval and a "Health Care Provider Verification" form to the staff member for completion by the staff member and the treating physician. Upon receiving the completed "Health Care Provider Verification" form, MLA will notify the staff member and supervisor of the final decision.

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## POLICY 6.9

### Time Away From Work:

### Medical Leaves for Nonacademic Staff (Includes Short-term Disability, Workers' Compensation and Personal Medical Leave)

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## FORMS AND TOOLS

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<b>Name</b>	<b>Description</b>
<a href="#">Accident Report</a>	Complete when injured in an accident. Required to file for Workers' Compensation.
<a href="#">Health Care Provider Verification (Personal)</a>	Along with the treating physician, complete this form to verify Personal Medical Leave eligibility (when Short-term Disability and Workers' Compensation does not apply).
<a href="#">Personal Medical Leave Request</a>	Along with supervisor, complete to request Personal Medical Leave.