

MEDICAL LEAVES FAQ

GENERAL LEAVE INFORMATION

When should I apply for a leave of absence?

If you have an upcoming medical need (i.e., medical treatment, surgery, paternity, maternity, adoption, or caring for an eligible family member), you should notify your department and contact a HR Analyst/Leave Coordinator 30 days prior to the effective date of the requested medical leave. If circumstances prevent a 30 day advance notice, you must contact HR within 5 days of learning of the medical need.

If your total time away from work would equal 5 consecutive days or more for a specific medical reason or if you have been sporadically off due to illness or caring for an eligible family member, you should contact a Human Resources (HR) Analyst/Leave Coordinator to discuss leave programs for which you may be eligible.

How do I apply for a medical leave of absence?

Your first step is to request an appointment with a HR Analyst/Leave Coordinator in Human. You can request an appointment by going to “Initiate a Leave” on the Medical Leave of Absence website:

<http://www.csufresno.edu/hr/benefits/leavesofabsence/medinitiate.shtml>

or by calling HR at (559) 278-2032.

What should I do with any doctor’s notes or forms signed by my physician?

All medical notes or forms associated with a medical leave of absence should be sent or delivered to your HR Analyst/Leave Coordinator in Human Resources. It is not necessary to provide copies of these documents to your manager/department chair or to your department as your HR Analyst/Leave Coordinator will keep your department informed of your leave status.

To contact your assigned HR Analyst/Leave Coordinator go to:

<http://www.csufresno.edu/hr/benefits/leavesofabsence/medinitiate.shtml>

Can I change my return to work date once I've started my medical leave?

The return to work date may be extended or changed to an earlier date based on a medical note from the doctor. A medical note must be provided to the HR Analyst/Leave Coordinator 2-3 days prior to reporting to work in order to discuss accommodations with your manager, if applicable .

Can I use vacation credits if I am on a medical leave of absence?

Faculty, staff or administrators out ill on an approved medical leave through Human Resources must use their available sick leave credits first. When discussing an upcoming medical leave with your HR Analyst/Leave Coordinator, you may opt to use available leave credits (vacation, Personal Holiday, etc..) based on the appropriate leave program.

If an employee has exhausted all sick leave credits and is **not on an approved medical leave of absence**, they cannot use their Personal Holiday, Vacation, CTO or Holiday Credit in lieu of unpaid sick leave. Usage of such leave credits are governed by CBA, CSU Policy and Title 5. Contact Human Resources for more information (559) 278-2032.

How will I get my paycheck while I am on a medical leave?

While on a medical leave, your pay warrant may not issue from the State Controller's Office on a timely basis when participating in the NonIndustrial Disability Insurance (NDI) program. You may want to consider making prior arrangements with General Accounting (Cashier's Office) to have your pay warrant/statement mailed during your leave of absence.

ABSENCE MANAGEMENT

How do I report my medical leave time in Absence Management while I am on leave?

Any leave credits taken during an approved full or partial leave of absence will be entered on your behalf by your HR Analyst/Leave Coordinator in Human Resources. Since Absence Management is available through the web, you can log into your Employee Self Service and verify the time has been entered for you. If you have been approved for an intermittent leave of absence under the CSU FML, it will be your responsibility to enter your time in Absence Management on a weekly basis as specified by your HR Analyst/Leave Coordinator.

MEDICAL LEAVE PROGRAMS

Am I Eligible for Family Medical Leave?

The California State University Family and Medical Leave (CSU FML) incorporates both the federal Family and Medical Leave Act (FMLA) and the state California Family Rights Act (CFRA). Employees with at least 12 months of service are eligible for a leave of up to 12 weeks in a 12-month period. Additional information may be obtained on the Leave Programs website:

<http://www.csufresno.edu/hr/benefits/leavesofabsence/medical.shtml>

What is NDI and when can I use it?

NDI is NonIndustrial Disability Insurance, and is administered through the Employment Development Department. It is a short-term disability program provided by the California State University system for the majority of its employees. NDI can only be used for an employee's own illness. An application for NDI can be requested through the HR Analyst/Leave Coordinator in Human Resources. For all illnesses, there is a 7 day waiting period before benefits begin. The amount you will receive while on NDI varies by collective bargaining agreement. Additional information about this program can be found at the Leave Programs website:

<http://www.csufresno.edu/hr/benefits/leavesofabsence/medtypes.shtml>

- **Will deductions be taken from my pay associated with NonIndustrial Insurance + Catastrophic Leave Donations?**

Health benefits, Federal & State taxes, and Medicare are taken from the employee's pay while on these programs. Voluntary deductions may also be deducted, provided enough pay has been generated by donated leave credits to cover them. A CalPERS retirement deduction is made only from Catastrophic leave donations.

Once you return from your medical leave, you are eligible to purchase the CalPERS Service credit. Please contact Human Resources.

Who is eligible to receive Catastrophic Leave Donations?

Any CSU employee who:

- Is in a position that accrues sick leave
- Has exhausted all available leave credits (sick leave, vacation, personal holiday, and CTO)
 - Employee must apply for the NonIndustrial Disability Insurance (NDI) program if he/she is out due to their own illness
- Suffers from a catastrophic illness or injury or
- Must take time off work for an extended period of time to care for an immediate family member who suffers from a catastrophic illness or injury.

Additional information about the program may be obtained on the Leave Programs website

<http://www.csufresno.edu/hr/benefits/leavesofabsence/medtypes.shtm>

- **How does being on Catastrophic Leave (CAT) affect seniority points?**
If you are receiving CAT leave donations while on NDI or under the CSU Family and Medical leave program, seniority points are not affected.
- **How long can an employee be on Catastrophic Leave (CAT)?**
The total donated leave credits normally shall not exceed an amount necessary to continue the employee's full salary for a period of three (3) calendar months which begins on the first day of Catastrophic Leave.

In exceptional cases, you may request an additional three (3) calendar months which must be approved by the Associate Vice President of Human Resources.
- **What if an employee does not receive enough donated leave credits to cover the disability period completely?**
If there are not enough leave credits to supplement your NonIndustrial Disability Insurance (NDI) benefit, you will only receive what is donated for that month in addition to the NDI benefit.
- **Can participants in the Faculty Early Retirement Program (FERP) donate and receive leave credits?**
FERP participants who have a leave balance are eligible to donate credits at any time. This is true even during their non-work periods, if you, the faculty member, is expected to return to work the following academic term. However, FERP participants may receive and use donations only during scheduled work periods.

Can I use the State Disability Insurance (SDI) program?

The California State University does not participate in the State Disability Insurance (SDI) program, which is administered through the Employment Development Department. Instead, the CSU uses NonIndustrial Disability Insurance (NDI) as the short-term disability program for its employees.

However, employees who have contributed to SDI through a recent or concurrent employer may be eligible for this benefit. This can be verified by contacting the Employment Development Department at: (866) 758-9768 or through their website at www.edd.ca.gov for more information.

Am I eligible for the California Paid Family Leave (PFL)?

California State University employees are not eligible for the California Paid Family Leave. This benefit is paid through State Disability Insurance (SDI) deductions. California State University employees do not participate or contribute to this program. However, employees who have contributed to PFL through a recent or concurrent employer may be eligible for this benefit. This can be verified by contacting the Employment Development Department at: (866) 758-9768 or through their website at www.edd.ca.gov for more information.

MATERNITY LEAVE

What is the maximum amount of leave I can take for maternity?

A female with permanent status may be eligible to take up to one year of unpaid leave for pregnancy, childbirth and recovery. This leave is normally paid for several months and the remaining time is unpaid. Eligibility is based on the employee's Collective Bargaining Agreement or ED Code 89519 for MPPs. Additional information regarding maternity leave may be obtained by scheduling an appointment with your assigned HR Analyst/Leave Coordinator in Human Resources.

www.csufresno.edu/ciswebprojects/fatih/leavesofabsence/benefits/leavesofabsence/medinitiate.shtml

Is my job protected while I am on maternity leave?

Yes, if you have been placed on a formal leave of absence which may incorporate a period of paid and unpaid time. Your job protection is governed by the CSU Collective Bargaining Agreement, CSU Policies and federal and state regulations. Additional information will be provided by your assigned HR Analyst/Leave Coordinator in Human Resources.

Do I need to request maternity leave in writing?

Yes. A **Medical Leave Application** form will need to be completed along with additional forms. The HR Analyst/Leave Coordinator will assist you in applying for a leave of absence for maternity leave.

How soon do I need to enroll my new child in health benefits?

You must complete a Benefits Worksheet and provide your child's birth certificate and Social Security number to Human Resources within 30 days of birth. A newborn is covered under his/her mother's health plan for the first 30 days.

Can I use my sick leave during maternity leave?

Sick time is used during the pregnancy disability period which is validated with a medical note from the treating physician.

What kind of accommodations for lactation/breastfeeding are available to me?

The State of California passed AB 1025, the Lactation Accommodation Law, which provides workplace support for mothers who are breastfeeding. We encourage you to work directly with your appropriate administrator for assistance. If further assistance is needed, contact the Human Resources Department.

Women's Resource Center has a lactation room available in the Thomas Administration building for the campus community. For additional information, please call Women's Resource Center at (559) 278-4435.

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