



Process for Leaves of Absence

Human Resources relies on supervisors and managers to inform us when employees are absent from work for **more than 5 consecutive days for medical reasons or for reasons other than approved vacation time.**

If the absence is for medical reasons, please follow the instructions below.

If the absence is for reasons other than approved vacation or for unknown reasons, please contact Renée Coker, Senior Director, Talent Management (renee.coker@yu.edu or 646-592-4336)

Medical Absences: As soon as you learn that someone may be, or has been out sick for 5 consecutive days please do the following:

- Notify Zuhey Perallon, Benefits Specialist (zuhey.perallon@yu.edu or 646-592-4339) of the employee's name, position and last date worked.
- Instruct the employee to contact Zuhey immediately to begin the application process for a medical leave of absence
- If the medical leave is approved a member of the Benefits team will contact you to inform you of the period of the leave and will arrange with payroll for the leave to be paid or unpaid, as appropriate.
- Once the leave is approved, Zuhey will manage the employee's Kronos time record to ensure appropriate continuance of salary, based on available, accrued leave time, i.e. sick, vacation.
- At least a week prior to the end of the approved leave, a member of the Benefits team will contact you to let you know that the employee is returning and will follow up to make sure that he/she does return on the set day. If the leave needs to be extended, a member of the Benefits team will work with the employee to complete the necessary request and will inform you of the extended return date.
- The employee will be informed by a member of the Benefits team that he/she must submit a Return to Work Certification to the Benefits team. Please make sure that the employee has done so prior to beginning work.
- If the employee requires an accommodation of any sort, a member of the Benefits team will make the arrangements and will inform you of the accommodation as appropriate.
- Normal salary will resume upon the employee's return to work and the employee's time card will be returned to the original department to resume recording hours into Kronos.
- If the employee returns part time on a temporary basis, Benefits will make the payroll adjustment for the temporary period.
- If the employee returns part time **on a permanent basis, you must complete an EPAF making the change in schedule and salary.**
- If the leave ends and the employee **does not return, you must complete an EPAF that terminates the employee's position.**

Please feel free to contact Julie Auster, Chief Human Resources Officer at 646-592-4333 or julie.auster@yu.edu if you have any questions or problems.