

What employees need to know about their medical leave with the University System of New Hampshire (USNH).

You may be eligible for two types of medical leaves for a serious health condition: Family and Medical Leave Act (FMLA) and short-term disability (STD).

FMLA is a federal law that provides up to 12 weeks (60 working days) of unpaid, job-protected leave to eligible staff members. In order to qualify, you must have been employed by the University System of New Hampshire (USNH) for at least 12 months and worked at least 1,250 hours for USNH in the past 12 months.

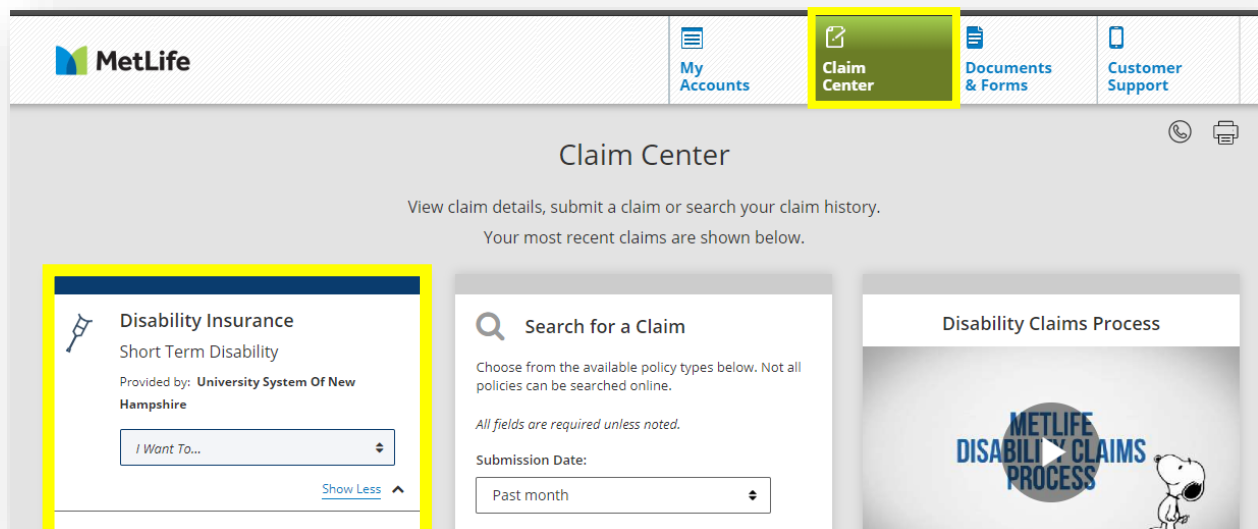
STD is a University paid benefit that provides an income replacement of your weekly salary for your own medical condition for up to 26 weeks. To qualify, you must be in a position covered by the UTime program for at 60 days.

If approved for STD and eligible for FMLA, these benefits will run concurrently.

How do I apply for FMLA/STD?

- Complete the Request for Leave of Absence Form. Please contact the Human Resources Department.
- Submit your claim for short term disability online at www.metlife.com/mybenefits
- Once registered select the “Claim Center” tab
- Under Disability Insurance,
 - click the drop down menu next to “I want to”
 - Select “File a Claim”
 - The system will then prompt you through the next steps

First time users must register
Employer: University System of New Hampshire.
Select the **Register now** option
Enter requested information and click **next**



- You may also call in your claim to 1-888-608-6665.
- MetLife will send you a packet of information and forms that you must review. You and your attending physician must complete the forms, which must be returned directly to MetLife.
- HR Benefits will be advised of claim status and will manage pay accordingly

Why should I apply for FMLA/STD?

FMLA leave is meant to protect you and your job. Even if you have paid time off to cover your entire leave, you are still required to file a claim. University policy requires that you file an FMLA claim if you have missed more than three consecutive work days. If you are normally off on a weekend and you are off work Thursday, Friday, and Monday, you must file an FMLA claim on Tuesday if you are still off from work.

What is short-term disability (STD)?

STD provides income replacement for an absence caused by your own medical condition. You may be eligible for up to 26 weeks of STD leave. The length of time you will be approved for depends on your condition. MetLife and your attending physician will work together to determine the dates in which your leave will be approved.

- A waiting period of 7 calendar days may apply, accrued sick time (or personal time/banked earned time) will be used should this apply.

If you have fewer than 5 paid days to use (sick, personal, banked earned time), a portion of your waiting period may be unpaid. Then, once you have completed the waiting period, you will receive disability payments per the schedule below.

Week 1	Elimination period may apply, otherwise STD at 100%
Week 2 - 8	STD at 100%
Week 9 – 26	STD at 60%

Do I have to complete my Timesheet / Exempt Leave Record while I am on FMLA/STD?

Your HR Benefits contact will partner with you on completion of your time records while you are on a leave.

Do I have to use paid time off when I am on Medical leave?

You are required to exhaust your accrued time while on medical leave.

- If you do not have enough sick time to cover your elimination period, you can either use personal or Banked Earned Time (if available) to be paid for that time, or a portion of your elimination period will be unpaid.

Do I accrue personal and sick time during a leave?

No, you do not accrue sick or personal time while receiving short term disability pay.

What should I do if I do not meet the eligibility criteria for FMLA/STD?

You may request a personal leave through your department. If approved, a leave of absence agreement outlining the details of the leave must be reviewed by your Supervisor and HR Partner.

Do I receive payment for University holidays during my leave?

A University holiday day does not extend either a paid or unpaid leave. However, if you have sick, personal or short term disability days that you are applying toward the leave and these days fall before and after a University holiday, then you will receive pay for the holiday. You will not be paid for holidays that fall during the unpaid portion of your leave.

What if I'm part of a collective bargaining unit?

Reference your collective bargaining agreement for your union's specific leave requirements and process.

I was a temporary employee prior to being hired as a staff employee. Does my time at a temporary status count towards FMLA eligibility?

Yes. Time as a University employee, including time worked as a temporary employee, counts toward FMLA eligibility.

What happens to my benefits and other deductions while I am on FMLA/STD?

If you use your paid time off to cover the leave, or if you are receiving STD payments, you continue to have your deductions processed from your paycheck. If you are on an unpaid leave you will be billed for premiums.

What is required when I return to work?

You must contact your department to inform them of your return to work date. The end date of your leave must be the same date your FMLA claim is approved through. You must also provide MetLife with a fitness for duty (return to work slip) from your attending physician.

If you do not return to the University at the end of an approved leave and work for at least 30 calendar days, you may be required to repay to the University premiums that were paid on your behalf as a staff member. Recovery of premiums will be made consistent with FMLA.

Who do I call if I have questions?

MetLife 888-608-6665
PSU Human Resources 603-535-2250