

Employee Responsibilities

- Obtain Leave of Absence packet from Leave Management by calling (415)353-4545, option #6.
- Request leave of absence from manager at least 30 days prior to requested leave date or as soon as possible.
- Employee may be required to make direct payments to maintain benefits while out on leave. You will receive a benefits payment notification from the Payroll office.
- Employee must notify manager of changes to original return date as soon as possible by providing an extension of leave from your physician.
- If the employee is on a Medical Leave of Absence, the employee must call Employee Health at (415) 885-7580 when the physician clears the employee to return to work as part of Hospital policy.
- Upon return from leave of absence the employee must re-enroll in benefits within 31 days by completing a UPAY850 form and emailing to the Controller's Office at PayrollBenefits@ucsf.edu or fax to 415.920.2512.

Department Manager Responsibilities

- Advise employee to contact the Leave Management Office for a LOA packet. If employee is unable to complete packet, manager must initiate leave of absence process by completing a Leave of Absence Form and forwarding to Leave Management. Must include dates. Employee's signature is not required. Email to: MCLOA@ucsf.edu
- Forward all medical documentation received from employee to Leave Management immediately, even if employee is still using accrued sick time. Do not keep copies in the employee's department file. Never code vacation unless written authorization is provided by the employee.
- Submit updated Leave of Absence Form and documentation for any changes to the leave return date to Leave Management.
- 2 weeks before the scheduled return to work reach out to the employee. Submit a Leave of Absence Form with actual return dates to Leave Management – this is necessary to assure that regular payroll activity will resume. If employee has a note from the medical provider indicating the employee can return to modified work, please consult with the leave specialist.
- Check compliance reports to ensure training, performance eval, etc are scheduled for the returning employee.

Leave Management Responsibilities

- Will provide appropriate Leave of Absence Packet when requested.
- Will be available to both employee and department to answer questions regarding leave process and paperwork.
- Upon receipt of the Leave of Absence Form, the leave will be provisionally designated, designated or denied FMLA (for pregnancy, medical and family leave). This information will be sent to the employee, department and payroll.
- Will report all new leaves, and changes to Medical Center Payroll and Processing Unit once the employee goes on unpaid leave.
- Will report all returns from leave to Medical Center Payroll and Processing Unit to ensure that the employee will be paid.
- Will remind employee of the need to re-enroll in benefits within 31 days of their return to work.
- Will notify department manager and Labor and Employee Relation office when an employee has been on leave for 6 months or more.