



Leave of Absence Checklist

Continuous & Intermittent Leave		
Stages of Leave	Employee	Leadership
Preparing for Leave	<ul style="list-style-type: none"> <input type="checkbox"/> Within 30 days prior to anticipated last day of work, or as soon as the need for a leave is foreseeable, initiate a leave request with The Hartford by calling 1-866-315-0809, referencing policy number 675446. Upon request, The Hartford will fax medical forms directly to the provider. Please be prepared to share provider's name and contact information when filing claim. <input type="checkbox"/> Within 5 business days of initiating leave request, The Hartford will mail an eligibility packet to employee's home address provided. Once received, review all documents in eligibility packet and confirm deadline for returning medical forms. <input type="checkbox"/> If medical forms were not previously faxed to provider by The Hartford, please submit the medical certification forms to your provider. Confirm provider is aware of deadline to return completed forms. Employees are responsible for ensuring provider receives required medical forms, is aware of the deadline in which to return completed forms and returns the required forms to The Hartford by the deadline. Regularly check in with provider's office to ensure paperwork is submitted by the deadline. <input type="checkbox"/> Contact the Hartford to confirm completed medical certification forms have been returned by deadline. If incomplete medical certification has been received, work with your provider to ensure the additional information needed is provided by the provided deadline. <input type="checkbox"/> The Hartford will continuously provide updates regarding the status of your leave. Please thoroughly review all communications received. <input type="checkbox"/> For foreseen continuous leaves, review and submit timecard for current pay period prior to the first day of leave. <input type="checkbox"/> Employees choosing to use unpaid time instead of PTO to offset hours not paid by STD or EIR, should contact Ask HR at 913-945-6500 or AskHR@kumc.edu to make this designation. Once notified, requested changes can take up to one payroll cycle to take effect. 	<ul style="list-style-type: none"> <input type="checkbox"/> If made aware of the need for leave or if an employee has been absent due to illness/injury for 3 days or longer (need not be consecutive), direct employee to contact The Hartford to initiate a leave claim. If employee is unresponsive to request, reach out to Ask HR at 913-945-6500 or AskHR@kumc.edu, requesting escalation to Leave Team Consultant. <input type="checkbox"/> Within 5 days of your employee initiating a leave request, The Hartford will email you a copy of the employee's eligibility letter outlining the details of the requested leave. <input type="checkbox"/> If employee is requesting leave that requires manager approval (i.e. Personal Leave or Leave as an Accommodation), Leave Team will reach out to provide recommendation and confirm approval/denial of request. Promptly respond to communication received. <input type="checkbox"/> Review all communications received from The Hartford pertaining to the status of request. <ul style="list-style-type: none"> <input type="checkbox"/> If an employee's leave request is denied and the employee has not returned to work, reach out to the employee to discuss plans for returning to work. If they have a need to remain on leave, reach out to the Ask HR team, requesting an escalation to a Leave Team Consultant. <input type="checkbox"/> For intermittent leaves, determination emails will be sent each time an employee reports an intermittent absence. <input type="checkbox"/> For continuous leave, review and approve employee's timecard for time worked <u>prior</u> to the start of leave. The AskHR Team will code all leave time in Kronos while employee is on leave. <input type="checkbox"/> For intermittent leave approvals, review department call in procedures and set expectations regarding the reporting of intermittent absences with employee. When reporting absences, employees should indicate if an absence is related to approved leave for medical condition or regular PTO.



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While on Leave	<ul style="list-style-type: none"> <input type="checkbox"/> For employees with benefits through the health system, within 1-2 weeks of initiating a leave claim, the Leave Team will mail information to employee’s home address regarding benefit premium obligations while on leave. For additional information regarding benefits, please reference the “Benefits While on Leave” information at the end of the checklist. <input type="checkbox"/> Take care, rest, relax, and recover. <input type="checkbox"/> For intermittent leave approvals, absences should be reported by following department call in procedures. When reporting to department, confirm absence is related to FMLA or ADA approved medical condition, as well as, designate if you would like to use PTO or if the absence should be unpaid. Absences also need to be reported to The Hartford within two (2) business days of the absence. <input type="checkbox"/> Contact the Hartford if an extension of leave is necessary. Work with provider to return documentation supporting the need for additional leave. Notify manager of change in anticipated return to work date. 	<ul style="list-style-type: none"> <input type="checkbox"/> For intermittent leave approvals the manager or proxy should enter FMLA and ADA absences in Kronos. Employees have the choice to either use PTO to cover intermittent absences or to take the time as unpaid. When reporting the absence, the employee should designate if they would like the time to be coded as PTO or go unpaid. If assistance is needed coding time in Kronos reach out to AskHR at 913-945-6500 or AskHR@kumc.edu. <input type="checkbox"/> For exempt employees on continuous leaves of absence, remove regular work schedule from Kronos. <input type="checkbox"/> For continuous leaves, all leave time will be coded by the Ask HR Team. <input type="checkbox"/> Encourage your employee to focus on their health during this time and refer any leave related questions to AskHR. Employees are encouraged to refrain from performing any work-related activities and checking work email during this time.



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Returning to Work	<ul style="list-style-type: none"> <input type="checkbox"/> Employees returning either earlier or later than expected should contact manager, as well as, The Hartford to provide an update regarding the status of their return. Employees extending their leave may be required to provide additional medical documentation supporting the need for additional leave. <input type="checkbox"/> When you are ready to return to work from a continuous leave, submit completed return to work form provided in eligibility packet or note from provider confirming release to return to work to Employee Health. If you are released to return to work with restrictions, please send provider documentation to 913-945-6888 or EH-ADA@kumc.edu. If there are no restrictions, please fax to 913-588-2769 or occ@kumc.edu. 	<ul style="list-style-type: none"> <input type="checkbox"/> One week prior to anticipated return to work date, contact the employee to reconfirm anticipated return to work. <input type="checkbox"/> Once return to work documentation is received and date is confirmed by email from Occupational or Employee Health, reach out to employee to discuss plans for returning to work. If employee has restrictions, work with Leave Team to determine if restrictions can be accommodated. <input type="checkbox"/> If employee does not return to work as anticipated, please reach out to the employee to better understand their intentions for returning to work. If you are not able to connect with the employee, reach out AskHR at 913-945-6500 or AskHR@kumc.edu, requesting escalation to Leave Team Consultant. <input type="checkbox"/> For exempt employees returning from continuous leave, set up/confirm hours in Kronos starting with employee's first day back to work.



Things to Consider

- All leaves are administered under partnership with The Hartford.
- Employees unable to complete the items on this checklist can have a friend/family member serve as proxy to initiate a leave of absence on their behalf.
- Personal medical information should not be exchanged between manager and employee. Documentation related to a leave of absence, should be sent to The Hartford. Light Duty Restrictions should be sent to Employee Health.
- It is recommended to request provider send regular updates to The Hartford throughout the duration of leave.
- Employees should not work while on a leave of absence.
- Employees are encouraged to update personal contact information in Workday.
- Contact AskHR with questions pertaining to leave.



Benefits While on Leave

- If using PTO or EIR to supplement pay while on leave, premiums will continue to be deducted from pay received from the health system.
- Once leave is no longer supplemented by PTO or EIR, all missed premiums for Medical, Dental, Vision, Buy Up Short Term Disability, Supplemental Life, Supplemental AD&D, Spouse/Child Life, Critical Illness, Hospital Indemnity, Accident, Legal, ID Theft, and Tobacco/Spousal Surcharges can either be paid by personal check while on leave or deducted at 1.5 times per pay period upon return until all missed premiums have been repaid.
- Missed premium payments should be made out to The University of Kansas Health System and sent to: The University of Kansas Health System Attn: Leave Administration 5799 Broadmoor St. Suite 650 Mission, KS 66202.
- Whole Life Insurance – Employees are responsible for contacting Boston Mutual at 800-669-2668 ext. 222 to make direct bill payments or set up auto draft when on continuous leave. If your policy falls more than 60 days behind, the policy will lapse.
- Home & Auto and Pet Insurance – Employees will be moved to a direct bill status and receive a bill for missed premiums directly from MetLife.
- Any missed Flexible Spending and Health Saving Account contributions will be recalculated and split among remaining calendar year pay periods upon return from leave.
- Dependent Care Flexible Spending accounts stop while on continuous leave. Employees will need to contact the benefits team at BenefitsConnection@kumc.edu to restart the Dependent Care FSA.
- Retirement contributions will temporarily pause when no longer receiving pay from the health system.



THE UNIVERSITY OF KANSAS HEALTH SYSTEM

Resources

→ Your benefits contacts

Benefit	Provider	Web address or email	Phone
Medical plan	Blue Cross and Blue Shield	myhealthtoolkitkc.com	833-468-3590
Tobacco cessation*	Quit For Life	myquitforlife.com/quittoday	866-784-8454
Hospital indemnity insurance**	The Hartford		888-494-9119
Critical illness insurance**	The Hartford		888-494-9119
Accident insurance**	The Hartford		888-494-9119
Health system pharmacy	The University of Kansas Health System	kansashealthsystem.com/patient-visitor/pharmacy	913-588-2371
Prescription benefits	Blue Cross and Blue Shield	myhealthtoolkitkc.com	833-468-3590
Dental plan	Delta Dental of Kansas	deltadentalks.com	800-234-3375
Vision plan	Vision Service Plan (VSP)	vsp.com	800-877-7195
Health savings accounts	WEX	wexinc.com	866-451-3399
Flexible spending accounts	WEX	wexinc.com	866-451-3399
Life and AD&D insurance*	The Hartford		888-494-9119
Whole life insurance**	Boston Mutual		888-494-9119
Short-term disability	The Hartford		866-315-0809
Long-term disability	The Hartford		866-315-0809
Retirement plan and financial advising	Fidelity Investments	netbenefits.com/atwork	800-343-0860

→ Your benefits contacts

Benefit	Provider	Web address or email	Phone
Leave of absence/FMLA	The Hartford	askhr@kumc.edu	913-945-6500
Wellness program	The University of Kansas Health System	kansashealthsystemwellness.com	
Employee assistance program	GuidanceResources	guidanceresources.com - company code: "health system"	855-784-2052
Estate planning*	The Hartford	estateguidance.com - company code: WILLHLF	
Travel assistance*	The Hartford	policy ID: 675446; travel assist ID: GLD-09012	800-243-6108
Funeral planning*	The Hartford	everestfuneral.com/hartford - code: HFEVLC	866-854-5429
Beneficiary assistance after death*	The Hartford		800-411-7239
Child and family care	Bright Horizons	clients.brighthorizons.com/kansashealthsystem - company code: benefits4you	877-242-2737
Tuition reimbursement	Bright Horizons Ed Assist	ukhs.edassist.com	913-945-6500
Identity theft protection**	Allstate		888-494-9119
Prepaid legal service**	MetLife		800-821-6400
Pet insurance**	MetLife	mybenefits.metlife.com	866-792-4638
Home and auto insurance**	Farmers Insurance	myautohome.farmers.com	800-438-6381
Buying program	Purchasing Power	tukh.purchasingpower.com	888-923-6236
Perks For You	The University of Kansas Health System	kansashealthsystemperks.com	866-664-4621

* Benefit is available at no cost to the employee – log in at kansashealthsystem.bswift.com. **Benefit is available at additional cost.