

Employee's Family / Medical Leave Request Checklist

University employees who are absent from work due to the following situations may be eligible for a job & benefits protected leave – these include absences resulting from: their own health condition, the need to care for a family member with a health condition, birth of / bonding with a child and qualifying exigency resulting from a family member being called to or being on active duty in the U.S. military.

To request job & benefits protected leave:

- #1** At least 30 calendar days prior to your leave* (or if unable, as soon as practicable), submit a written, signed, and dated request to your supervisor, cc your Human Resources representative, indicating:
- 1) That you are requesting a family / medical leave,
 - 2) The anticipated dates of your leave (including the date you intend to return to work)
If requesting an intermittent leave, the work schedule you propose.
 - 3) How you are requesting to secure income. Eg, if leave is approved, are you asking to use your accrued sick time? Vacation time? Personal time? Are you requesting unpaid leave? Please see page 2 of this document for more information.
- #2** Concurrently, or within 15 calendar days thereafter, provide your Human Resources representative supporting documentation related to the reason for your leave. If an employee's leave results from:
- Parental Leave*
 - Prepare for birth of a child or to bond/care for child within 12 months following birth: provide a medical note or birth certificate establishing relationship and child's date of birth.
 - Adoption/placement of a child in foster care with you, or bond with/care for a child within 12 months following adoption/placement): legal document establishing date of adoption by/placement with you.
 - Your own illness/injury:
[Certification of Health Care Provider form for an Employee's Serious Health Condition](#)
 - Care for a family member with an illness/injury:
[Certification of Health Care Provider form for a Family Member's Serious Health Condition](#)
 - Care for a family member whose illness/injury results from active US Military service:
[Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave](#)
 - Your family member being on, or called to, active duty in the US Military:
[Certification for Military Family Leave for Qualifying Exigency](#)

These forms are also available from your Human Resources representative, on the UMass Amherst Human Resources website and from the Human Resources Employee Service Center (325 Whitmore Admin. Bldg.).

* Birth/adoption/placement of a child is a qualifying event to make changes to your health & dental insurances and enroll/change a Health Care Flexible Spending Account / Dependent Care Assistance Plan. These changes must be completed within 60 days of birth/adoption/placement. You may also wish to review your tax withholdings and life insurance/retirement beneficiaries. Consult the [Human Resources website](#) or a UMass Human Resources Employee Service Center (room 325 Whitmore Administration Building) representative for more information.

Income While on Approved Leave

While on an approved leave of absence an employee can secure income from the university or other sources.

1. Income from the university

- Use of accrued time (sick, vacation, compensatory and/or personal time - as allowed by collective bargaining agreement or university policy).
- University Sick Leave Bank (qualifying circumstances differ by bargaining unit; www.umass.edu/hr/benefits-and-pay/benefits/paid-time-and-holidays/sick-leave-banks)
- AFSCME Extension of Sick Leave (AESL, if applicable): AESL can provide AFSCME members full income replacement while on approved leave of absence resulting from their own, non-work-related illness or injury and where income is not provided from another source. To be eligible an individual must first be employed by the university for a minimum of 12 consecutive months and be off payroll for five work days after exhaustion of all accrued sick, vacation and personal time.

2. Income from other sources

Income from the following sources may be reduced if you are also receiving income from the university for the same dates. The following is a list of common sources of income:

- Massachusetts Paid Family Medical Leave (PFML; www.mass.gov/orgs/departments-of-family-and-medical-leave): PFML can provide partial income replacement starting on the 8th calendar day of inability to work. Employees apply for income directly with the MA Department of Paid Family Medical Leave and can receive payment of Paid Time Off (PTO, eg accrued sick, vacation, personal time) from the University for up to the difference between their PFML average wage and PFML payment amount.
- Personal Injury Protection (PIP): if injured in a motor vehicle accident partial income replacement may be available under a related insurance policy.
- MA Group Insurance Commission Long-Term Disability Insurance (GIC LTDI): covered employees who are unable to work for more than 90 days due to their own health condition can apply for up to 55% income replacement tax-free under their LTDI policy with the GIC.
- MA Optional Retirement Program Long Term Disability Insurance (ORP LTDI): ORP members who are unable to work for more than 180 days due to their own health condition may apply for up to 60% income replacement under their ORP LTDI policy.
- Other disability insurance policy (short- or long-term): some employees purchase a private short- and/or long-term disability policy that may provide income replacement
- Workers' Compensation (WC): employees who are disabled from working due to a work-related illness or injury should file a WC Notice of Injury form and may be entitled to partial income replacement under the Commonwealth's WC insurance policy.

Impact on benefits while on unpaid leave from the university

Unpaid leave has a specific impact on benefits even while on approved leave, including, but not limited to:

- Sick and vacation time do not accrue while on unpaid leave (exception: WC)
- Income for holiday and Campus Closure days may be impacted
- While on approved, unpaid Family/Medical leave an employee remains eligible for GIC insurance benefits. The GIC invoices the employee at home the premium that would have been payroll-deducted. Timely payment of premium is critical to secure continued coverage.
- Creditable service toward retirement from the MA State Employees' Retirement System is impacted.
- For employees whose position is subject to overtime – salary step date is impacted.

Please refer to the Human Resources website (www.umass.edu/hr/benefits-and-pay/benefits/leaves-absence/impact-paid-family-medical-leave-benefits) for a more comprehensive overview of the impact of approved, unpaid Family/Medical leave on benefits.