

## Medical Leave Guide

To prepare for your medical leave, below you'll find a list of action items that you will be responsible for before, during, and after your leave.

### 1. Types of Leave

**Please contact Leave Administrator Angela Smalley ([asmalley@columbuslibrary.org](mailto:asmalley@columbuslibrary.org) or 614-849-1067) in HR to discuss your leave options.** CML offers two types of medical leave:

- a. Family Medical Leave (FMLA) for employees who have worked with the Library for at least 12 months and have worked at least 1,250 hours during the 12 months immediately prior to the start of FMLA. Provides up to 12 weeks or 480 hours of job protected leave in a 12 month period. FMLA is unpaid leave and per CML's policy, you must use all available PTO alongside your approved leave. FMLA may be taken as a block of time or an intermittent basis. An employee may also be eligible for financial protection under the Short-Term Disability insurance policy.
- b. Extended Family and Medical Leave (Non-FMLA) leave the Library voluntarily provides for those employees ineligible for FMLA and for those who have exhausted their allotted FMLA leave in specific circumstances. Extended (Non-FMLA) is unpaid leave and per CML's policy, you must use all available PTO alongside your approved leave. This type of leave can be used in the following ways:
  - **Employees ineligible for FMLA** leave who have been employed at least 6 months, may apply for up to 12 weeks of medical leave. An employee may also be eligible for financial protection under the Short-Term Disability insurance policy.
  - Employees eligible for FMLA leave, who **have exhausted their allotted FMLA** leave, may apply for up to an additional 12 weeks of medical leave. An employee may also be eligible for financial protection under the Short-Term Disability insurance policy.
  - This type of leave may be taken as a single block of time or on an intermittent basis in increments of no less than 3 week blocks of time.

### 2. Typical Examples of Covered Conditions under FMLA/Extended (Non-FMLA)

- a. The birth of a child and to care for the newborn child within one year of birth.
- b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- c. To care for the employee's spouse, child, or parent who has a serious health condition.
- d. A serious health condition that makes the employee unable to perform the essential functions of his or her job (includes mental health conditions).
- e. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

3. Applying for Leave
  - a. **Have your healthcare provider complete the Certification of Healthcare Provider Form located on MyCML and fax to Angela Smalley at 614-849-1167.** (This is the same form for both FMLA and Extended/Non-FMLA leaves).
  
4. Applying for Short Term Disability
  - a. If you are eligible for Short Term Disability (STD) coverage and wish to submit a claim, please contact Payroll & Benefits Specialist Sladana Barnacle ([payrollbenefits@columbuslibrary.org](mailto:payrollbenefits@columbuslibrary.org) or 614-849-1033). Our current STD administrator is New York Life.
  - b. STD is a benefit that pays qualified employees 70% of their salary (not to exceed \$1,500 per week) while they are out on an approved medical leave.
  - c. The first two weeks following your approved medical leave are an elimination period and are not paid by STD. Employees can cover this time with PTO, if available.
  - d. The maximum duration of STD is 13 weeks, including the two-week elimination period. Short Term Disability runs concurrently with FMLA leave.
  - e. Employees on STD do not accrue PTO and can only use 30% of their available time off to equal 100% of their total salary while collecting payments from STD.
  
5. Paying for Benefits While on Leave
  - a. If you are using PTO while on leave, you will be responsible for the regular employee portion of the medical premiums, which are deducted from your pay check.
  - b. If you are on an FMLA or Extended/Non-FMLA approved leave and have exhausted your PTO, you must pay for the employee portion of the premium cost via check. A letter requesting payment will be sent to your home address. Please contact the Payroll and Benefits Specialist, Sladana Barnacle, for specific details.
  
6. Returning to Work
  - a. **Before returning to work, your physician must complete the “Fitness for Duty” Form located on MyCML and fax to Angela Smalley at 614-849-1167.** This must be received on or before your return to work.

## Medical Leave Checklist

- ✓ Contact HR's Leave Administrator [asmalley@columbuslibrary.org](mailto:asmalley@columbuslibrary.org)/614-849-1067 to discuss leave options.
- ✓ Have your healthcare provider complete the Certification of Healthcare Provider Form (located on MyCML).
- ✓ Contact Payroll & Benefits [payrollbenefits@columbuslibrary.org](mailto:payrollbenefits@columbuslibrary.org)/614-849-1033 to discuss:
  - Your PTO balance
  - Your benefits (and the amount you might owe for your benefits while on leave)
  - STD & LTD
- ✓ Have your healthcare provider complete the Fitness for Duty form (located on MyCML) before returning to work.