Information

Temporary Medical Leave

Effective

May 1, 1992

Number

PER-4.13

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

This policy was formerly named Leaves of Absence Without Pay PER 4.13 and included policy and procedures for staff personal and medical leaves without pay. The October 5, 2017 revision retitles and limits the policy and procedure scope to Temporary Medical Leave. See PER 4.21 for Personal Leave Without Pay.

Revision Date(s): May 3, 2015; October 5, 2017 (effective November 30, 2017); December 10, 2021 (minor edits); August 24, 2022 (minor edit); October 27, 2022; April 2, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; October 5, 2017

Categories

Statement:

Staff employees who are unable to return to work after their FMLA has exhausted due to their own serious health condition, may request Temporary Medical Leave (TML) for a period of up to three months. Temporary Medical leave is continuous leave without pay for the employee unless the employee has accrued paid leave time. Staff employees must use all applicable accrued paid leave balances (including sick, vacation, and personal leave) while taking TML. An employee granted such leave shall be an employee of the university while on such leave and shall be returned to the original position or a comparable position within the same pay grade, salary, plus any general increases awarded during that period. When the employee is returned to active status, this leave shall not constitute a break in continuous or creditable service in considering eligibility for sick leave, vacation leave, general pay adjustments, and other university benefits and privileges. The university's contribution toward an employee's health benefits will continue during the period of TML. A staff employee shall not earn vacation or sick leave accruals for any period not in pay status.

Definitions:

http://louisville.edu/hr/policies/definitions

Procedures:

1. A staff employee on approved FMLA, who has exhausted all FMLA and is unable to return to work, must request TML by completing the TML Form which includes a healthcare provider certification.
2. An eligible staff employee must use all applicable accrued paid leave balances (including sick, vacation, and personal leave) while taking TML.
3. Any staff employee who is granted TML shall be notified by Human Resources in writing as to the beginning and ending date of such leave.
4. Staff requests for an extension of TML without pay beyond the original three months, pending your long-term disability (LTD) determination, requires the employee and their healthcare provider to complete an American's with Disability (ADA) Form. This form must be submitted to Human Resources in order to begin the interactive process, which determines whether the request is approved or an undue hardship to the department. Such extensions will be for no more than three months at a time. Upon expiration of the extended leave, the employee shall be returned to the original position or a comparable position within the same pay grade, salary, plus any general increases awarded during that period.

Forms/Online Processes:

Temporary Medical Leave Form

American's with Disability Act Form