

This document is designed to be a resource guide for supervisors when an employee requires a leave of absence such as short-term disability, family, parental, personal, military service, or jury duty leave.

Administrative staff should consult the [Staff Handbook](#) and union staff should consult their respective collective bargaining agreements for additional information on leave policies.

Checklist

Items to complete in preparation for all leaves: The supervisor and employee should discuss and complete a number of steps in preparation for an employee's leave of absence when the leave can be anticipated. If a leave cannot be anticipated, the supervisor and employee should discuss these items as soon as is practical for the employee.

- Create an automatic email reply and out of office phone message redirecting inquiries to another person within the department.
- Contact ITS for support if needed.
- Ensure the employee's electronic files and any other university property such as keys are accessible to co-workers. Contact the department's desktop support specialist for support if needed.
- Discuss the need for the employee to collect or have someone collect any personal belongings they may need or want while on leave.
- Discuss any projects or work that needs to be assigned to someone else during the employee's absence.
- Discuss how to contact the employee if needed during the leave.
- Discuss expectation that no work will be required while the employee is on leave. If the employee wishes to work hours while on leave, Human Resources (HR) must be consulted prior to the leave.

Email, voicemail, and electronic files are University property. Employees should be notified of any changes to email, voicemail and/or computer access.

Medical Leaves of Absences

Employees on a leave of absence for medical reasons must file a short-term disability claim with the University's third-party administrator and a Connecticut Paid Leave claim with the State's third-party administrator when the leave of absence qualifies. Disability pay schedules and eligibility rules vary between Employee groups. Administrative staff should consult the [Staff Handbook](#) and union staff should consult their respective collective bargaining agreements for details.

Temporary Help

Requests for temporary help should be initiated by supervisors in Careers. All temporary requests require the approval of the fiscal manager responsible for your area and may also require financial planning departmental approval. The department may be responsible for costs associated with temporary help. Fiscal managers should consult with Financial Planning for details.

Additional Information

If the employee's paycheck or direct deposit confirmation is mailed to the work address currently, make arrangements to send to the employee's home address. Employees can do this by updating preferences in the Employee portfolio under "Personal Information" or contacting payrollhelp@wesleyan.edu.

- Supervisors who need to contact an employee while they are on leave should contact HR to discuss any necessary work issues. Contacting employees while on leave should not occur unless there is a critical need.
- Supervisors cannot require employees to work while on continuous leave. Any questions or concerns about working while on leave should be discussed with HR.
- Employees are required to provide regular status updates to HR throughout the leave and provide notification of their return-to-work date.
- An employee on a leave of absence without pay will be billed directly by Wesleyan's 3rd-party vendor for the employee share of any group insurance deductions or they can pay be double deductions upon their return to work.

Questions should be directed to Human Resources at 860-685-2100 or benefits@wesleyan.edu.