

# HUMAN RESOURCES

## WESLEYAN UNIVERSITY



### Leaves of Absence

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

Administrative staff should consult the Employee Handbook and union staff should consult their respective collective bargaining agreements for additional information on leave policies.

#### **Checklist**

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 to redirect inquiries to another person within the department.
- Create an out of office message for the employee's telephone extension voicemail informing callers that the Employee is out of the office and redirecting inquiries to another person within the department. Contact Westel for support if needed. Unless absolutely necessary for work continuity, a telephone extension should continue to be assigned to the Employee on leave and not reassigned to a different or temporary Employee in the interim.
- Ensure that the employee's electronic files are accessible to co-workers. Contact the department's desktop support specialist for support if needed.
- Gather any University property necessary for the continuation of work in the employee's absence such as keys.
- Discuss the need for the Employee to collect or have someone collect any personal belongings they may need or want while on leave.

Email, voicemail and electronic files are University property. Employees should be notified of any changes to email, voicemail and/or computer access. If a timely discussion with the Employee is not possible, Human Resources approval is required for any changes.

## **For medical leaves of absences**

- Employees on an extended leave of absence for medical reasons must file a telephonic claim with the University's third party administrator when a leave of absence qualifies for short-term disability. Disability pay schedules and eligibility rules vary between Employee groups. Administrative staff should consult the Employee Handbook and union staff should consult their respective collective bargaining agreements for details. Any questions should be directed to [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) or a Benefits office staff member.

## **Temporary help**

- Requests for temporary help should be initiated by supervisors in the Careers database and submitted through Careers for the necessary approvals. All temporary requests require the approval of the fiscal manager responsible for your area. Because the budgets associated with staff vacancies are centralized, the request may also require financial planning department 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 [payroll@wesleyan.edu](mailto:payroll@wesleyan.edu).
- Supervisors and Employees may contact each other while on leave to discuss any necessary work issues. Contacting Employees while on leave should be kept to a minimum.
- Almost all Employees on leave should not conduct any University business while on leave. In rare circumstances, this may be allowable. Human Resources approval is required.
- Employees are required to provide regular status updates to their supervisor and HR/Benefits throughout the leave as well as provide notification as soon as the Employee is aware of the return to work date.
- An employee on a leave of absence without pay will be direct billed for the employee share of any group insurance deductions.

If you have other questions, please feel free to contact Human Resources at x2100.