



**Ingalls Memorial Hospital
Policies, Standard Work, and Guidelines**

Policy **Standard Work** **Guideline**

Name: Leave of Absence (Medical Non-FMLA and Administrative)

Number: IMH HR0028

Issue and Effective Date: 7/22/2020

Reviewed Date: 7/15/2020

Scope/Background:

This Leave of Absence (Medical Non-FMLA and Administrative) policy applies to all UChicago Medicine Ingalls Memorial (“UCMIM” or “Hospital”) regular employees who have completed six (6) months of service.

Purpose:

The purpose of the policy is to establish guidelines and procedures for when an employee requests time off for Medical Non-FMLA and Administrative leaves of absence.

Definitions:

UCMIM or Hospital: Includes facilities on the main hospital campus in Harvey and at our Family Care Center/Urgent Care southland locations

Policy:

Under the Leave of Absence (Medical Non-FMLA and Administrative) policy, UChicago Medicine Ingalls Memorial allows employees to request continuous time off for a limited period of time, with job protection and no loss of accumulated service, provided the employee returns to work following the leave.

The Hospital’s Leave of Absence policies do not apply to Registry employees.

Procedures:

Employees and supervisors should know and follow the procedures below.

1. Eligibility

All non-probationary employees who have completed six (6) months of continuous service and who do not qualify under HR0020 Family and Medical Leave Act (FMLA), or HR0024 Illinois Victims

Economic Security and Safety Act (VESSA) leave policies, are eligible to request a leave of absence (LOA).

2. Leaves of Absence

- A. The two types of LOA available under this policy are medical (Non-FMLA) and Administrative LOA. An LOA of thirty (30) calendar days or less will guarantee the employee the same or an equivalent position upon return. Contact **Sedgwick**, the Hospital's third party leave and disability administrator, to request a leave of absence.
- B. Employees who are requesting an LOA should give their supervisor thirty (30) calendar days advance notice if possible. If such advance notice is not possible, the supervisor and **Sedgwick** should be notified within one or two work days of the time the employee first learns of the need for the leave. In emergency situations the employee should give the supervisor notice of the need for leave as quickly as practicable.
- C. Employees who are absent in excess of seven (7) calendar days must apply for LOA. The Manager will notify **Sedgwick** on the eighth (8) day of absence to send appropriate paperwork to the employee.
- D. Time off under this policy is only continuous and not intermittent.
- E. Employees must use available Paid Time Off (PTO) and Extended Ill Bank (EIB) during their LOA; see HR0032 and HR 0054 PTO and EIB policies. EIB is not available for employees taking LOA for non-medical reasons. If the employee has no available PTO or EIB, the LOA will be unpaid.
- F. Employees are not allowed to work for another employer during any type of LOA.
- G. Every request for Medical Non-FMLA leave will be considered on a case-by-case basis, based on the discretion of the Hospital as appropriately exercised under the Americans with Disabilities Act (ADA). Every request for Administration LOA will be considered and determined based on the discretion of the Hospital.

3. Benefits While on Leave

During the period in which the employee's position is guaranteed (i.e., 30 calendar days), the employee on leave receives the same benefits and has the same payment obligations as when the employee was working. The eligible employee's health care benefits, including medical benefits, dental and vision insurance and life insurance will be continued at the employee's group rate. Employees compensated with PTO or EIB will have insurance premium payments automatically deducted from their paychecks. Coverage will be canceled if an employee fails to pay the employee share of the premium within 30 days of the date it is due.

4. Privacy and Leave Requests

Supervisors should not ask or inquire about the medical reasons for the employee's leave request. To maintain the employee's privacy, UCMIM Human Resources, **Sedgwick** and

Occupational Health Services make any necessary inquiries and evaluate whether a medical need exists for the leave. UCMIM Human Resources, Occupational Health Services and **Sedgwick** are responsible for maintaining medical information provided by employees confidentially. Once a leave is approved, the employee will be notified. The employee's supervisor will be notified of the expected duration of the leave.

5. Processing Requests for Leave of Absence (LOA)

- A. **Medical (Non-FMLA) LOA:** Medical (Non-FMLA) LOA requests are first considered by **Sedgwick**, the Hospital's third-party leave and disability administrator. The criteria for granting a Medical (Non-FMLA) LOA is similar to the medical criteria used for FMLA determination. If an employee does not qualify for a Medical (Non-FMLA) LOA, the application will be denied by the Hospital, as conveyed by **Sedgwick**. If the employee would like to be considered for an Administrative LOA, see below.
- B. **Administrative LOA:** Requests for Administrative LOA will be administered by **Sedgwick**, who will reach out to the employee's supervisor and the Leave of Absence, Absence Management and Accommodations' department to evaluate all relevant factors, including but are not limited to staffing, hardship to department, patient safety, availability of alternative coverage and employee performance. The granting of Administrative LOA is in the sole discretion of Hospital management.

6. Return and Reinstatement

- A. Employees returning from an LOA must notify their immediate supervisor and **Sedgwick** no less than one (1) week in advance of their intended return.
- B. An employee returning from a Medical LOA must provide a certificate from the employee's physician, certifying that the employee is able to return to work with or without restrictions, to HR Shared Services at HRservices@ingalls.org to initiate the return-to-work process. If the employee is returning without restrictions, HR Shared Services can clear the employee to return to their job. If the employee is returning to work with restrictions, and the manager is able to accommodate the restrictions, Occupational Health Services will need to clear and release the employee to actually return to work. These steps are necessary before the employee is permitted to return to work after a Medical LOA for reasons associated with the employee's health.
- C. An employee returning from a Medical LOA must demonstrate the ability to perform essential functions of the position to which the employee wishes to return with or without a reasonable accommodation but does not have to be free of all medical restrictions.
- D. On returning from a LOA within thirty (30) days, the employee is restored to their same or equivalent position with equivalent pay, benefits, and other employment terms. Employees returning from an LOA beyond thirty (30) days will be handled on a case-by-case basis.

7. Inactive Status

- A. If an employee does not return to work before expiration of a Medical LOA, the employee may be placed on inactive status, causing the employee's position to be posted. If an employee who is on Medical LOA establishes by competent medical information that a short, definite extension of the LOA will allow the employee to return to work in the employee's former position, the position may be held if doing so does not pose an undue hardship on the department.
- B. Termination may occur if an employee does not return to work without being on an approved leave. The UCMIM Human Resources Department will engage in the interactive process with all employees who are on inactive status for reasons associated with their health.
- C. Those on inactive status may maintain a continuing relationship with the UCMIM Human Resources Department to be aware of and bid on open positions for which the employee is qualified. Bids from those employees on inactive status associated with a Medical LOA will be considered before outside applicant bids.
- D. Continuation of certain benefits while on inactive status should be discussed with UCMIM Human Resources, including short-term and long-term disability benefits.
- E. An employee returning from a Medical LOA must demonstrate the ability to perform essential job functions of the position to which the employee wishes to return with or without a reasonable accommodation but does not have to be free of all medical restrictions.

Questions on this policy should be directed to the employee's supervisor or to UCMIM Human Resources or HR Shared Services.

Interpretation, Implementation, and Revision:

The Director, People Strategy and Operations in the UCMIM Human Resources Department is responsible for the interpretation and revision of this policy. All UChicago Medicine Ingalls Memorial employees are responsible for the implementation of this policy.

Attachments:

None

Cross-references:

None

References:

HR0020 Family and Medical Leave Act (FMLA) policy

HR0024 Illinois Victims Economic Security and Safety Act (VESSA) policy

HR0032 Paid Time Off and Extended Ill Bank policy for employees represented by NNOC/NNU and Local 399

HR0054 Paid Time Off and Extended Ill Bank policy