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# *Leave of Absence FAQ*

## **How many hours must be used before ELB can start? How many hours of PTO must be used before Sedgwick will pay?**

16 PTO or Non Worked Non Paid hours MUST be used before ELB can start OR Sedgwick will pay.

## **I'm out sick is ELB automatically approved?**

No, ELB is not automatically approved. ELB must be reviewed by Supervisor, HR, and Sedgwick. Sedgwick gives final approval.

## **PTO was used while I was sick, can that be changed to ELB?**

Yes, once an approval is received then PTO can be switched to ELB. (Not a monetary payout/adjustment to leave banks.)

## **How soon do I need to notify someone that I will be taking or need ELB/FMLA?**

ASAP.

## **When I need to be absent from work do I need to notify my supervisor?**

Yes, you need to follow Holly Hill's Attendance Policy and notify your supervisor; you also need to notify Sedgwick of all absences.

## **If I've been approved for intermittent FMLA, do I need to notify my supervisor and Sedgwick with every absence?**

Yes.

## **Should any hospitalization be reported to Sedgwick even if it is shorter than 3 days?**

Yes, any hospitalization should be reported to Sedgwick for FMLA review.



## Are employees who are not eligible for FMLA also supposed to call Sedgwick if they are sick or family members are sick?

Yes, Sedgwick needs to make the decision on whether an employee is eligible or not. The employee may be referred back to HR for PTO or other options, but initial requests should come to Sedgwick.

## Does the employee have the choice to file for medical leave or not? If they don't care if they can use ELB or not and don't want to go through the process?

All leaves need to be reported to Sedgwick. Sedgwick will determine eligibility, discuss with the employee, and send out the appropriate paperwork. ELB time should be used if available.

## What is the return to work process?

The employee will be provided the Fitness for Duty form in the initial packet set after they report their leave of absence for their own medical condition, in addition to other forms necessary for the leave. The employees will be advised to coordinate return to work with their local HR, but to provide Sedgwick with an estimated return to work date.

The employee will be advised during the initial case review and throughout the life of the case that they will need to provide the Fitness for Duty form to their local HR upon return to work. If the employee has updates to their return to work plans, or any changes in their condition, they should be advised to contact Sedgwick to ensure their leave case information can be appropriately updated. When an employee returns to work, Sedgwick will send an email to the local HR Representative and request confirmation that the employee did return to work on the date indicated.

## Are PRN/PT staff eligible for Sedgwick?

No.

# *Additional questions?*

## Contact your Supervisor and HR Department.

