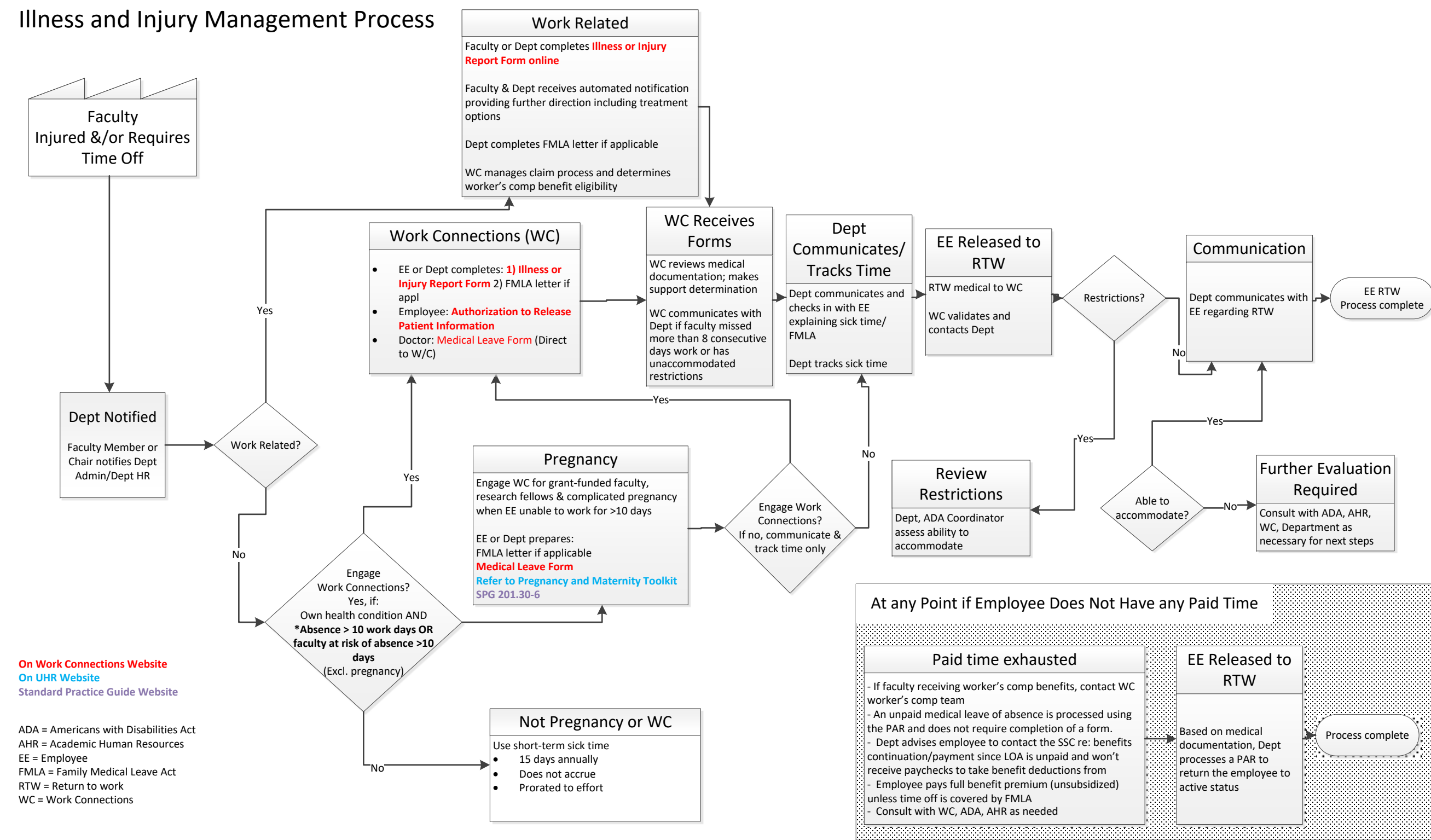


Illness and Injury Management Process



On Work Connections Website
On UHR Website
Standard Practice Guide Website

ADA = Americans with Disabilities Act
AHR = Academic Human Resources
EE = Employee
FMLA = Family Medical Leave Act
RTW = Return to work
WC = Work Connections

Dept Managed Absence
Employee requires time off for medical condition involving:
- 10 or less work days
- Intermittent time off
- To care for a family member with medical condition

Dept Notified
Supervisor or employee notifies Dept of absence for employee's health condition (10 or less work days or intermittent) or for a family member's condition

Dept Meets with EE

- Dept speaks with EE to determine nature of illness / absence
- EE or Dept completes **DOL Form WH-380-E** (on [UHR website](#)) if necessary
- Dept tracks short-term sick/family care paid time

DOL Form returned?

Dept sends reminder and provides additional time

Dept/HR Prepares FMLA Ltr
Dept/HR prepares FMLA letter indicating whether absences will be designated as FMLA leave; if FMLA, advise time off should be coded as "FML" concurrently with paid time off code for faculty who report time only

WHEN ABSENCE IS FOR:
1) EMPLOYEE'S OWN CONDITION AND (A) 10 OR FEWER DAYS OFF OR (B) INTERMITTENT ABSENCES
2) FOR ABSENCES RELATED TO FAMILY MEMBER'S SERIOUS HEALTH CONDITION

