

Medical Leaves for Faculty Members

Faculty members are eligible for paid medical leaves if they are FMLA-eligible. To be FMLA-eligible, you must have at least 12 months of total service at UNH and must have worked at least 1,250 hours in the 12 months prior to the leave. Consult HR if you are unsure of your FMLA-eligibility.

Medical leaves stop the sabbatical clock; in other words, a faculty member who takes a medical leave will delay his/her next sabbatical leave.

Faculty member's responsibilities (if missing more than a month due to a serious illness):

1. Submit two forms. Links found at www.unh.edu/hr/fmla.htm
 - a. Request for Leave of Absence form (requires chair's AND dean's signatures)
 - b. Certification of Health Care Provider form (submit directly to Human Resources).
2. Prior to returning to work, the faculty member must submit written medical authorization to return to work (including any restrictions of employment) to his/her department chair and to Human Resources.

Department chair's responsibilities:

1. The Chair should sign the Request for Leave of Absence form (see above) and forward it to Dean Fuld for his signature. COLA will submit it to Human Resources.
2. The Chair should propose a plan to cover the faculty member's courses and any related expenses with Dean Kirkpatrick. Generally this will be approved only after the Request for Leave of Absence and Certification of Health Care Provider forms have been received by Human Resources.
3. The chair must require the faculty member to submit written medical authorization before returning to work. This is submitted to the department chair and to Human Resources.

Related types of leaves

The Family Medical Leave Act covers leaves for other reasons, including: caring for a spouse, child, parent, or same sex domestic partner with a serious health condition, and military-related FMLA leaves. These are discussed on the HR web site: www.unh.edu/hr/fmla.htm

Resources

Human Resources web site about the Family Medical Leave Act: www.unh.edu/hr/fmla.htm

- Request for Leave of Absence form
- Certification of Health Care Provider form

You can direct your questions to Deb Carr in Human Resources or to Mary Rhiel in the Dean's Office.

Report of Accident or Injury

Anyone who is injured on the job should complete a UNH Report of Incident form (accident or injury) within 24 hours. The form is on the Human Resources web site:

http://www.unh.edu/hr/sites/unh.edu.hr/files/pdfs/Report_of_Occupational_Injury_or_Illness.pdf