

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 <https://www.unh.edu/hr/leave-of-absence-cba>
 - 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. The Return to Work Certification form is also at the above web site.

Department chair's responsibilities:

1. The Chair should sign the Request for Leave of Absence form (see above) and forward it to Dean Dillon for her 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 Associate Dean Cook. 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 also discussed on the HR web site: <https://www.unh.edu/hr/leave-of-absence-cba>

Resources

U.S. government information about the Family Medical Leave Act is at:
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

It is also useful to consult the tenure-track and lecturer faculty contracts, at:
<https://cola.unh.edu/directory/all/faculty-resources/employment-resources>

You can direct your questions to Human Resources or to Prof. Scott Weintraub, Faculty Fellow 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:

<https://www.unh.edu/hr/unh-accident-injury-illness-report>