



Medical Leave of Absence Worksheet

1 month before medical leave of absence is scheduled to start

Turn in paperwork to the Benefits office.

- ☐ Leave of Absence Request Form submitted in PeopleSoft. On the PeopleSoft home page, it is found under Forms, then Employee Forms.
- ☐ FMLA Certification of Healthcare Provider for Employee's Own Health Condition completed by your doctor. The completed form can be uploaded to your Leave of Absence Request in PeopleSoft, faxed to 651-305-4259, or emailed to benefits@spps.org.

Did you submit both forms to benefits?

- ☐ Yes. No further documentation is needed at this time.
- ☐ No. Please contact Benefits to see if any paperwork is missing.

Do you have Short-Term Disability?

- ☐ Yes. Did you apply for Short-Term Disability benefits with Madison National Life? This can be done online at <https://www.metlife.com/>. Once you have logged in click on Claim Center to start the process. Under Short-Term Disability click on the "I Want To..." then click on File a Claim. Follow the steps on the screen.
- ☐ No. No further action is needed at this time.

1 week before your leave is scheduled to start:

Have you received notification that benefits has approved your leave of absence?

- ☐ Yes. No further action is needed at this time.
- ☐ No. Please reach out to Benefits to see what paperwork is missing.

Have you reviewed your accrued sick/vacation/personal days?

- ☐ Yes.
- ☐ No.

Before your leave starts, review your last paycheck from Employee Self Service. How many hours of sick leave have you accrued? Divide the number of sick hours you have available by the number of hours you work in a day. This will be the number of sick days you have available.

sick hours / _____ hours per day = _____ sick days available

Review a calendar and count out the number of sick days you have available. After reviewing the calendar, what is the anticipated date that you will run out of sick days?



Will you run out of sick days before your leave is scheduled to end?

- ☐ Yes. On your leave request form, did you request to use personal/vacation days?
 - If you want to use your accrued vacation/personal days you will calculate them out the same way you did your sick days. Then determine if you will return to work before your personal/vacation days run out.
 - If you do not want to use your vacation/personal days you will move to an unpaid status, which could affect your benefits.
- ☐ No. You anticipate that you will not go unpaid during your leave of absence.

Have you reviewed your Short-Term Disability claim?

- ☐ Yes. Did you receive notification from MetLife that they are processing your claim? If you have not received any notification from them yet, give them a call to see if any paperwork is missing.
- ☐ No. Check your email or mailbox to see if you have received any notifications from MetLife.

How to calculate your weekly Short-Term Disability amount:

Find your monthly Short-Term Disability amount in your PeopleSoft Employee Self-Service under Benefits Details, then Benefits Summary. Take your Short-Term Disability amount and multiply by 12 months, then divide this amount by 52 weeks to determine your weekly amount.

\$____ monthly amount x 12 months =
\$____ annual amount / 52 weeks =
\$____ weekly amount

Have you reviewed your benefits?

- ☐ Yes.
- ☐ No.

How to anticipate if your benefits will end while on leave of absence:

- ❖ If you anticipate that you will receive pay for your whole leave of absence, then it is anticipated that your benefits will continue uninterrupted.
- ❖ If you anticipate that you will go unpaid during your leave of absence, then it is anticipated that you will have a break in active benefits. Once you go unpaid, your active benefits will end at the end of the month that you go unpaid and you will receive information in the mail about how much it will cost to continue your benefits for the following month.
 - ☐ What is your unpaid date?
 - ☐ What month is this unpaid date in? Your active benefits will end on the last day of that month.



Have you reviewed your FMLA eligibility?

- ☐ Yes.
- ☐ No.

The district will still pay their portion of benefits through your FMLA period. If you go unpaid during your FMLA period, you will receive a bill in the mail for the amount due that would normally come out of your paycheck. If you are on a non-FMLA leave of absence, you will receive a COBRA continuation notice for the full cost of your benefits plus a 2% COBRA fee.

1 week before your scheduled return to work day

Before you can return to work, we need your doctor to complete a Report of Workability form. This form indicates if you can return to work without restrictions, with restrictions, or if we need to extend your leave of absence. This form would have been sent with your leave approval letter.

What is your scheduled return to work date? _____

Have you sent in your Report of Workability form to Benefits?

- ☐ Yes. No further documents are needed at this time.
- ☐ No. Please have your doctor complete the Report of Workability form that you received with your approval letter. Once completed, please return to Benefits.

Did your doctor indicate that you can come back to work with no restrictions?

- ☐ Yes. No further action is needed at this time.
- ☐ No. Benefits will reach out to you.

If your doctor indicated you can return to work with restrictions, Benefits will reach out to your supervisor to see if the restrictions can be accommodated. Once we know if the restrictions can be accommodated, Benefits will notify you of the outcome.

- ☐ If your restrictions can be accommodated then you will return to work on the scheduled return date. We will continue to ask for updates until you are released to return to work full-time with no restrictions.
- ☐ If your restrictions cannot be accommodated, then your leave of absence will be extended.

Did you receive a notification from Benefits regarding your return to work with restrictions?

- ☐ Yes. No further action is needed at this time.
- ☐ No. Please give Benefits a call.



If your leave was extended, did you receive an extension approval letter from benefits?

- ☐ Yes. No further action is needed at this time.
- ☐ No. Please give Benefits a call.

You have returned to work from leave of absence

When will I receive my 1st paycheck after I return to work?

Did you return to work from a paid leave of absence?

- ☐ Yes. Paychecks continue as normal.
- ☐ No. Please review the pay schedule:

<https://www.spps.org/about/departments/human-resources/payroll/pay-options-schedules>

- ☐ What is your return to work date? _____
- ☐ When do you turn in your 1st timesheet after returning to work? _____
- ☐ When is your 1st pay day after returning to work? _____

Will I have benefit adjustments on my first paycheck after I return to work?

While on leave of absence, did you go unpaid?

- ☐ Yes. Benefit adjustments are anticipated.
- ☐ No. No adjustments are anticipated.

How to anticipate if you will have benefit adjustments when you return to work:

What date did you return to work? _____

- ☐ If this date is between the 1st and 15th of the month, then you will owe for that full month of benefits. You will receive an email regarding your benefits adjustment.
- ☐ If this date is between the 16th and 31st of the month, then you do not owe for that month of benefits and your benefits will start first of the month following your return to work date.

Are you a 10-month employee returning to work from an unpaid leave of absence between January and June?

- ☐ Yes. Summer Benefit adjustments are anticipated.
- ☐ No. No further action is needed.

Summer benefits (July, August, and September) are collected among 12 paychecks from January to June. Each paycheck, a portion of the summer benefits is collected so that by June, you will have paid your benefits through September.



Please contact the Benefits office with any questions regarding your leave of absence.

Employees with last names A-G

Lilly Pha: ki-ia.pha@spps.org or 651-767-8217

Employees with last names H-O

Kelly Motz: kelly.motz@spps.org or 651-767-8205

Employees with last names P-Z

Allison Gustafson: allison.gustafson@spps.org or 651-744-7760

Email: benefits@spps.org Fax:

651-305-4259

Websites

Leave of absence information:

<https://www.spps.org/about/departments/human-resources/benefits/leaves-of-absence>

Leave of absence forms:

<https://www.spps.org/about/departments/human-resources/benefits/employee-forms/leave-of-absence-forms>

School calendars: <https://www.spps.org/about/calendar>

Short-Term Disability:

<https://www.spps.org/about/departments/human-resources/benefits/insurance/long-short-term-disability>

Payroll schedule:

<https://www.spps.org/about/departments/human-resources/payroll/pay-options-schedules>

Employee Self-Service:

<https://www.spps.org/about/departments/human-resources/payroll/employee-self-service>

Employee Help Sheets:

<https://www.spps.org/about/departments/human-resources/payroll/employee-help-sheets>

Contacts

Health Partners: 1-800-883-2177

PEIP: 952-746-3101

MetLife: 1-800-300-4296