
Procedure for Requesting a Leave of Absence

1. If the leave is foreseeable, the employee must request a leave of absence for Medical, Child Care, or Military reasons, at least 30 days before the leave date. If the leave is not foreseeable, request the leave as soon as practicable (Form SR-71 should be utilized for this request).
2. Also, the employee must provide the appropriate medical documentation (Form SR71 Request for a Medical, Child Care or Military Leave of Absence; Form 2677 Health Certification for an Employee's Serious Health Condition; or Form 2678 Health Certification for a Family Member's Serious Health Condition) and the required supporting documentation to prove the employee's relationship if requesting the leave to care for a qualified family member. For example, a marriage certificate or certification of domestic partnership for a spouse/domestic partner; birth certificate for a child naming the employee as a parent; or the employee's birth certificate if requesting to care for a parent. See forms below.
3. Once all documents are completed, the employee must email their forms to HRSSLeaveAdministration@nychc.org. In the subject line of emails, please write the employee's name, Employee ID, the facility where employee works and if absence is due to a workers' compensation claim, please include the date of the injury. Also remember to provide the employee's contact information (telephone number and personal email address).
4. Employees should expect a response from their facility Leave Administrator (approval or denial) within 5 business days.
5. The approval or denial will also go to the department, payroll & timekeeping, the facility Human Resources Department, and the employee.
6. The facility Leave Administrator will request the employees leave balance workup from the Payroll Department to determine the number of paid leave days to which the employee is entitled (based on the type of leave of absence requested).
7. The facility Leave Administrator will inform the department of the appropriate coding for the employees timesheet.
8. The Leave Administrator will manage the employee PeopleSoft transactions.

Employee's Responsibilities While on a Leave of Absence

1. The employee is responsible for providing appropriate medical documentation, if applicable with a valid return to work date (via email).
2. The employee must request an extension of the leave, if needed, by providing updated medical notes indicating the reason for the extension and a revised return to duty date prior to the expiration of the existing return-to-duty date.
3. When the employee's health care provider deems the employee medically fit to return to work, the employee must provide a medical note stating that the employee is fit to return to duty with a return date within five (5) days of the return date.

4. The employee must submit the medical note to the Leave Administrator at LeavesofAbsenceTeam@nychhc.org or WCLeavesofAbsenceTeam@nychhc.org (for workers' compensation (WC) cases) and request a Referral to OHS for a Return-To-Duty Certification (Form 2647).
5. The employee will notify their supervisor of the date on which they are expecting to return to work so they may be added to the schedule or assigned to orientation, etc.
6. The employee must return to work on the date indicated in the return to duty medical note from the health care provider.

Returning to Duty

7. When the employee's health care provider deems the employee to be fit to return to duty, the employee must email a medical note from their health care provider, stating they are able to return to duty without restrictions, to LeavesofAbsenceTeam@nychhc.org or WCLeavesofAbsenceTeam@nychhc.org. Please write the employee's name, Employee ID number, and the facility name in the subject line. For Workers' Compensation, also write the date of injury.
8. The Leave Administrator will complete a Referral to OHS for a Return-To-Duty Certification (Form 2647) and will send it to the employee and the appropriate OHS office.
9. The employee must take the medical note and the completed Medical Leave Clearance Return-To-Duty Certification (Form 2647) to the facility OHS office to be medically cleared to return to duty.
10. The Leave Administrator will notify the employee's supervisor ("Reports to" person listed in PeopleSoft); the Payroll Department; and the facility HR Wage & Salary personnel of the date the employee is expected to return to duty.
11. The Leave Administrator will return the employee to duty in PeopleSoft on the date indicated in the fit-for-duty medical note from the employee's provider.

Please note:

- ***Employees are advised to ensure their annual physical exam and all certifications are up to date while out on a leave of absence.***

The employee's time records will determine the employee's pay.