

## GENERAL

**If I need to take time off for my own medical condition or illness, to care for a family with a serious medical condition or illness, pregnancy related leave or to bond with a child after birth or placement for adoption or foster care who do I call?**

Notify your manager/supervisor and contact the UCI Leave Center, managed by Sedgwick to request a leave of absence. If you are a Faculty, Academic, Postdoctoral employee or Medical Resident, please contact your departmental Human Resources representative.

**If your leave is for your own medical condition or illness, you may also need to file a disability claim.**

Report your disability claim online to Lincoln Financial at [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) and use Company Code: **University**. If employed with UC less than 18 months or have a second job, also complete the State of California Disability Claim Form (EDD). To apply, contact EDD at (800) 480-3287 or [edd.ca.gov](http://edd.ca.gov).

**What will I need to request a leave?**

When you call the UCI Leave Center, managed by Sedgwick, the Service Center Representative (SCR) will ask for your employee ID number (as verification that the SCR is speaking with the correct party) and your anticipated leave start date. You may file for a leave online by accessing the Sedgwick online portal [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick).

**Who is Sedgwick?**

The UCI Leave Center, managed by Sedgwick administers UCI Staff leaves for FMLA, State of California leaves (CFRA/PDLL), and leaves offered by UC.

**Who is Lincoln Financial Group?**

Lincoln Financial Group administers the Basic, Voluntary Short-term and Long-term Disability plans for UC

**What is the difference between a disability claim and a leave of absence?**

Disability provides replacement of a percentage of your base wages while you are temporarily disabled due to your own serious health condition and unable to work. A leave of absence approves you to be off of work either through FMLA, CFRA or if not eligible, through a UC policy or collective bargaining agreement. FMLA is a Federal entitlement of unpaid job protection to care for yourself or a family member due to a serious health condition. FMLA can be taken continuously or intermittently.

**What is the difference between FMLA and Accommodation Leaves, and leaves offered by UC?**

- FMLA (Family and Medical Leave Act) – Unpaid leave, job protection and continuation of benefits. Approval criteria is indicated and set by the Federal guidelines of the Family Medical Leave Act.
- ADA Leave/Accommodation Leave – Leave available to an employee with a physical or mental impairment that substantially limits one or more major life activity, as defined under the Americans with Disabilities Act (ADA).

**Who do I contact if I require a reasonable accommodation?**

For assistance with accommodations, notify your manager and then contact Sedgwick at 855-922-2152 to submit a request and documentation.

## FILING A LEAVE

### How do I request a leave and contact Sedgwick to file a leave?

Discuss your need for a leave of absence with your manager/supervisor at least 30 days in advance or as soon as possible. Then contact the UCI Leave Center, managed by Sedgwick at 855-922-2152 or you may file for a leave online by accessing the Sedgwick online portal [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick). Both options are available 24/7. To request an Accommodation Leave please discuss with your supervisor and notify Sedgwick at 855-922-2155

### What information do I need to file a leave?

- Home address, phone number and personal email address
- Disability information (if pregnant, expected due date or delivery date)
  - o Last day worked
  - o First day of absence
  - o Anticipated Return to Work Date

### Can someone else file a leave on my behalf?

Yes. A family member, manager/supervisor can file a leave on your behalf.

### What happens after the leave is reported?

Sedgwick will provide you with an initial packet. Your manager/supervisor will also be notified of the new leave via an email notification. Sedgwick will partner with you and your provider to obtain the necessary medical information to support your leave.

### How long do I have to submit the Health Care Provider form, Attending Physician's Statement and other documents relating to my condition?

You have 20 days from the date you report request for leave or your first date of absence, whichever is later to submit the completed Health Care Provider form, Attending Physician statement or Medical Certification form.

### What types of documentation should be submitted for Sedgwick to review the leave?

- Medical Certification form or Health Care Provider form
- Accommodation Leave: Accommodation Substantiation Form

### When will my documentation be reviewed once I've submitted it to Sedgwick?

When documentation is submitted to Sedgwick, the assigned examiner will review the information within 2 business days from receipt of documentation. If additional information is needed, you will be contacted by Sedgwick. Otherwise, a determination will be made on the leave and notices will be sent to you, your manager and UCI Human Resources.

### What if I need more leave than initially expected?

Send your updated medical documentation or certification form to Sedgwick via regular mail, fax, email or upload to the mySedgwick portal. The current status of your leave will determine appropriate next steps with this information. (Example: Your FMLA leave was approved for a certain duration, and you gathered new medical certification from your healthcare provider to extend the duration of your leave. The leave would then be updated to reflect the new information and new notices would be sent to you and your manager/supervisor at UCI.)

### How will I know the status of my leave request?

You will receive a letter and text (if opted in) informing you of your leave claim decision. You may also check the status of your claim by calling our office and using the automated voice response system to speak with a SCR, or specialist, or you may log into Sedgwick Online Portal at [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick).

## LEAVE DETERMINATION

### **Why would Sedgwick approve my leave of absence and Lincoln Financial denies Short-term Disability (STD)?**

- The approval criteria is completely different for leaves than STD. STD is driven by the definition of disability within UC Summary Plan Description, while FMLA is a Federal regulation. STD requires objective medical documentation supporting the leave for disability along with a treatment plan, while FMLA only requires a physician to confirm that you are in need of time off from work for a serious health condition. The approval threshold is much lower for leaves of absence.
- In order to approve a STD leave, objective medical needs to be obtained from the provider to support the colleague's inability to work. Although medical documentation may have been provided to Sedgwick, it may not be adequate enough to support STD, but it may be sufficient to support a leave of absence, which only requires there to be evidence of a serious health condition and how it impacts your ability to complete your essential job functions.

### **What happens if my STD claim is denied but I am eligible for a state or UC leave?**

If your STD claim is denied for not being eligible or medical not supporting, your leave will still be reviewed by Sedgwick. Approval or denial of the leave will be sent to you and UCI Human Resources.

### **When and how will I be notified of the status of my leave?**

You will receive a letter (or an email, if you elected to receive communication from Sedgwick via email when you initiated your leave) when your leave is approved, extended, or denied. You may also obtain information regarding the status of your leave/leave request, the date medical information was last received, and your anticipated return to work date 24 hours a day, 7 days a week through the Sedgwick Interactive Voice Response (IVR) system by calling 855-922-2152 or by accessing the Sedgwick Online Portal at [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick).

## INTERMITTENT LEAVE

### **What is the difference between a Continuous leave and Intermittent leave**

A continuous leave is any leave where you are missing work for more than 3 continuous days (shifts) in a row. Intermittent leave is any leave where you are missing 3 days or less –taking leave in separate blocks of time, or on a reduced leave schedule.

### **How do I report my intermittent time off?**

You are required to report all absences according to your department's call out procedures. In addition to your department's notice, you are required to report your intermittent absences to Sedgwick. You are required to report time out of work for both full and partial days within 3 business days of the absence. You can report your intermittent absences by either of the following methods:

- Calling Sedgwick at 855-922-2152
- Submitting your intermittent absence through [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick).

### **Does Sedgwick hold me accountable if I take more leave than the Certification allows or if my absences fall into a pattern?**

Yes. Sedgwick will monitor all intermittent absences on the leave to ensure no excessive or patterns occur within your time off. If identified, Sedgwick may ask you to recertify your intermittent leave with your healthcare provider.

### **What is the difference between an Illness and Treatment on intermittent leave leaves?**

- Illness – A periodic flare up of a condition
- Treatment – Doctor visit, appointment, etc. (for example, Physical Therapy)

## RETURNING TO WORK

### What do I need to provide when returning to work?

- Contact your manager/supervisor to discuss your return to work and scheduling.
- You will be required to provide a Return to Work note from your provider to Sedgwick when you have been out on a continuous leave. *Note: A Return to Work note is not required for Colleagues out on Intermittent FMLA, baby bonding or FMLA leave to care for a family member.*

### What are my responsibilities when I return to work?

- You must confirm that you have returned to work on your first day back by calling the UCI Leave Service Center at 855-922-2152 or by accessing the Sedgwick Online Portal at [hr.uci.edu/sedgwick](http://hr.uci.edu/sedgwick).
- If you cancelled any benefit plans during your leave, you must re-enroll within 31 days of your return to work or pay status by contacting the UCPath Center at <https://ucpath.universityofcalifornia.edu> or (855) 982-7284.

## GETTING PAID AND BENEFITS

### How do I get paid during my leave?

Depending on the reason for your leave and applicable Personnel Policy for Staff Members (PPSM) or Collective Bargaining Unit, you may be able to use sick leave, vacation/PTO, comp-time. Please contact your departmental HR representative or contact the UCI Employee Experience Center (EEC) either through the website <https://eec.hr.uci.edu/> or by calling 949-824-0500.

### What happens to my benefits during my leave?

- If your leave is under the FMLA, CFRA, and/or PDLL, UC's contributions to the cost of premiums for medical, dental, and vision continue throughout that period. If you are on pay status, the employee portion of the premiums will continue to be deducted from your paycheck.
- While on leave of absence without pay or disability leave, you will receive Benefits Billing notices from the UCPath Center to maintain your benefit plans. It is your responsibility to cancel or make arrangements for your other payroll deductions such as a 403(b) loan, parking or credit union. For questions regarding a Benefits Billing notice, contact the UCPath Center at (855) 982-7284.