

## Before Your Leave Begins:

- Inform your supervisor** as soon as you are aware of the need for a leave, at least 30 days in advance, if possible, otherwise within 48 hours after the start of the leave. Failure to follow this notification could result in leave that is not job-protected.
- Contact Wesleyan Human Resources (HR)** at 860-685-2100 or [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) at least thirty days (when feasible) before your leave. HR will assist you with the leave of absence application process through Workforce, Wesleyan's leave management system (also known as ACT). HR will discuss how you will be paid while on leave and coordinate your compensation with Payroll. For those leaves, such as parental leave, where the approximate date of the leave is known well in advance, we recommend contacting Human Resources at least 45 days prior to the leave begin date.
- Access ACT in WesPortal** under My Information, Workforce Time, Workforce Time System. HR will use ACT to provide needed information and forms to you throughout your leave.
- There are (3) components to being out of work.**
  - 1) Leave of Absence - Connecticut Family/Medical Leave (CT FMLA), Federal Family/Medical Leave (FMLA), or Personal Leave, grants you time away from work and is not associated with pay.
  - 2) Connecticut Paid Leave (CT PL), if you are eligible, provides income while you are unable to work. Aflac is the State's leave administrator. CT PL is the first (or primary) payer. Employees must file with Aflac, if they meet CT PL eligibility rules.
  - 3) Wesleyan Short-Term Disability and Accrued Time Off (such as vacation, sick family, personal time, etc.) provide income while you are unable to work. Unum is Wesleyan's disability administrator. These pay types supplement CT PL, and are known as secondary payment types.

Employees on an extended leave of absence for medical reasons must file a short-term disability claim with Unum when the leave of absence qualifies. Disability pay schedules and eligibility rules vary between employee groups. Administrative staff should consult [Leaves and Time Off, Human Resources - Wesleyan University](#) and union staff should consult their respective collective bargaining agreements for details.

Not all employees are eligible for leave, CT PL and/or disability; HR will help you determine which leave and/or disability plan applies to your absence.

- Refer to the CT PL Information Card** on "[How to Apply](#)" for CT PL benefits. You can contact and apply for CT PL benefits by contacting Aflac at 877-499-8606 or at [www.ctpaidleave.org](http://www.ctpaidleave.org).
- For medical leaves**, contact and apply for short-term disability benefits by contacting Unum at 866-224-9402 or at [www.unum.com](http://www.unum.com). Additional details can be found in the Unum Disability Telephonic Brochure which is one of the documents you will receive when applying for a medical leave.
- Prepare for your leave** by transitioning work and/or projects, changing your out of office e-mail and voice mail messages. Unless coordinated with HR and Unum (if applicable), you should not work during your continuous leave.
- Notify HR if you would like to supplement your CT PL or short-term disability** with accrued time off pay such as vacation, floating holiday, personal sick (first week of disability only for staff and accrued balance for union employees), or family sick time. This applies for intermittent and reduced schedule leaves as well. You also may use accrued time during a personal leave. In no case may all

types of pay exceed 100% of your regular pay.

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### **Intermittent Leave (Leave taken in separate blocks of time due to a single qualifying reason)**

- Intermittent leaves of absence** will be re-certified by HR every six months. You will receive the required documentation through the Workforce-ACT system.
- Provide as much advance notice as possible** to your supervisor for FMLA-related appointments and schedule them during non-work hours whenever possible.
- If you are approved for an intermittent leave, you must **report each occurrence to your supervisor and your department timekeeper**, if applicable. **For CT Paid Leave, you must also report time off to Aflac** within two days of each intermittent absence.

### **While You Are Out of Work:**

- Work with HR, Aflac, Unum (for medical leaves) and your doctor** to certify your leave and/or disability claims. Denied leaves are not job-protected.
- During your absence, you are required to **contact HR at [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu), your manager, Aflac, and Unum** (for medical leaves) with updates to your anticipated return-to-work schedule.
- If you have a qualifying life event** (such as the birth of a child or are on an unpaid leave) and need to make changes to your benefits, contact HR at 860-685-2100 or [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu). Required documentation must be submitted to HR within 31 days of the change.
- If you are on an unpaid leave, contact HR at 860-685-2100 or [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) to **coordinate payment of your benefits** while out of work to avoid your benefits being terminated for non-payment.
- Carefully consider your tax withholdings for CT PL payments, as these benefits are taxable.

### **Returning To Work:**

- If you are returning to work from leave for a family member or maternity/parental leave, no documentation is required. **Contact HR at 860-685-2100** or [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) to coordinate your return-to-work date one to two weeks before your return.
- If your leave is for your own medical condition, have your doctor provide a **return-to-work note or complete a Fitness for Duty Certification form and upload it to Workforce-ACT**. If you and your doctor feel returning to work on a reduced schedule or with restrictions on a temporary basis is needed, HR will coordinate with you and your supervisor.
- For additional details, refer to [Wesleyan's Federal and Connecticut Family and Medical Leave Acts and Connecticut Paid Leave Policy](#).