

## Get Familiar Before You “Leave”

Whether you need it now or may need it in the future, the ability to take time off when illnesses or injuries occur is essential to getting well faster and staying well longer.

Our leave of absence (leave) policy, along with the federal Family and Medical Leave Act (FMLA) job protection, and short-term disability insurance (STD) all work together to ensure you can take the time you need to fully recover and return to work healthy and healed. If you are absent for three or more days in a row, you need to reach out to the TriHealth Human Resources to ensure you are protected.

To make the most of your leave of absence, you should understand leave, FMLA and STD.

- **Leave of Absence** (leave) is approved time away from work. You can take leave for many reasons, whether or not you are eligible for FMLA job protection.
- **Family and Medical Leave Act** (FMLA) is federally-mandated job protection that ensures your position, status, standard scheduled hours (FT/PT/OPT) and pay rate will be equivalent when you return to work.
- **Short-term disability** (STD) is income replacement that provides a portion of your pay while you are on an approved leave of absence.

You need to complete the separate steps for leave (approved time off), FMLA (job protection) and STD (pay) when you can't work.

## What You Need to Know and Do Before You Leave

### For Your Own Illness or Injury

- If you are requesting a consecutive leave for your own illness or injury, you must notify your leader.
  - For non-emergent events, you must request leave 30 days in advance. If you don't, your request could be denied.
  - For emergent events, you must request the leave as soon as possible after the event; generally, within 24-48 hours.
- Contact Absence One/Sedgwick at 844 333 7340 or [AbsenceOne.com/TriHealth](https://AbsenceOne.com/TriHealth) to start the processes for leave (time off work) and STD (pay).
- Absence One/Sedgwick will e-mail or mail forms to your home. You must complete and return the forms **within 21 days** of the e-mail or postmark date.
  - You will receive a direct deposit form, a disability provider statement (medical certification), authorization for release and use of medical information and a W-4 form.

- **Promptly return your forms to Absence One/Sedgwick to avoid a delay in leave approval and pay.**
- Make sure both you and your physician have returned all the required paperwork.
- You will receive an approval or denial letter from Absence One/Sedgwick.
- You will receive notification from TriHealth Human Resources letting you know if you have FMLA job protection.
- You will be contacted by a TriHealth RN Case Manager to help you navigate your leave and assist you in your successful return to work.
- Follow your departmental procedures for reporting time off work.

For Intermittent, Family, Personal or Military Leave

- Contact the TriHealth HR Service Center at 513 569 5950 or [LOA@Trihealth.com](mailto:LOA@Trihealth.com).

### What you Need to Know and Do During Leave

For Your Own Illness or Injury

- Keep your leader updated on your estimated return-to-work date.
- Submit your return to work note to the TriHealth HR Service Center by fax at 513 852 3146 or email [LOA@TriHealth.com](mailto:LOA@TriHealth.com).
- **You cannot return to work until you receive clearance from a TriHealth RN Case Manager. If clearance is not received prior to your return, you may be sent home until the clearance has been submitted.**

For Intermittent, Family, Personal or Military Leave

- You may return to work as scheduled once your leave has ended. You do not need to provide a return-to-work note or receive clearance.
- Notify your leader and the TriHealth HR Service Center if you plan to return early from your leave or if you need a leave extension.

### Where to Find Help

For leave questions, contact the TriHealth HR Service Center at 513 569 5950 or [LOA@Trihealth.com](mailto:LOA@Trihealth.com).