



Human Resources relies on supervisors and managers to inform us when employees are absent from work for

If the absence is for medical reasons, please follow the instructions below

If the absence is for reasons other than approved vacation or for unknown reasons, please contact Renée Coker, Senior Director, Talent Management (renee.coker@yu.edu or 646.592.4336)

Medical Absences As soon as you learn that someone may be, or has been out sick for 5 consecutive days please do the following

Notify Gistina O'Connor, Benefits Specialist (gistina.oconnor@yu.edu or 646.592.4339) of the employee's name, position and last date worked

Instruct the employee to contact Gistina immediately to begin the application process for a medical leave of absence

If the medical leave is approved a member of the Benefits team will contact you to inform you of the period of the leave and will arrange with payroll for the leave to be paid or unpaid, as appropriate

Once the leave is approved, Gistina will manage the employee's Kiron's time record to ensure appropriate continuance of salary, based on available, accrued leave time, i.e. sick, vacation

At least a week prior to the end of the approved leave, a member of the Benefits team will contact you to let you know that the employee is returning and will follow up to make sure that he/she does return on the set day. If the leave needs to be extended, a member of the Benefits team will work with the employee to complete the necessary request and will inform you of the extended return date

The employee will be informed by a member of the Benefits team that he/she must submit a Return to Work Certification to the Benefits team. Please make sure that the employee has done so prior to beginning work

If the employee requires an accommodation of any sort, a member of the Benefits team will make the arrangements and will inform you of the accommodation as appropriate

Normal salary will resume upon the employee's return to work and the employee's time card will be returned to the original department to resume recording hours into Kiron's

If the employee returns part time on a temporary basis, Benefits will make the payroll adjustment for the temporary period

If the employee returns part time

If the leave ends and the employee

