

## University Medical Center Team Members Leave Guide

### ***Prior to going on leave:***

- Notify your department and relevant vendor at least 30 days in advance of your known leave start. Follow departmental call-out procedures while your leave request is pending.
- Non-exempt employees should submit a timecard for hours worked before or after leave, submitting timecards is not required during your leave.
- Managers or timekeepers can input Paid Time Off until benefits begin.
- Please email [leave@virginia.edu](mailto:leave@virginia.edu) if you would like to supplement Short Term Disability with PTO.
- For unpaid leave types without an accompanying paid benefit such as Short-Term Disability or Paid Parental Leave, managers or timekeepers can input available PTO on your behalf.

### ***During your leave:***

- Complete required documentation for the department, HR, or the vendor based on your leave type.
- For medical leave, follow up with the treating physician on necessary paperwork for timely approval or extension of leave or disability benefits.
- It is your responsibility to follow up with your healthcare provider on information required by a vendor to approve or extend your leave.
- For all leave types, keep your manager informed of your expected return date and make all extension requests promptly.

### ***Before returning to work:***

- If there are recommended restrictions, send your provider's return-to-work note to [leave@virginia.edu](mailto:leave@virginia.edu) or fax it to 434-924-4042.
- Inform the Leave Team if the department granted an extension of leave not approved by UNUM, following the applicable leave process.

### ***Upon return to work:***

- If your leave status has not been updated in Workday upon return, email [leave@virginia.edu](mailto:leave@virginia.edu) with your return date.

### ***If unable to return to work:***

- If you are out on leave for five months and believe you will be unable to return to work in the next month, please reach out to [leave@virginia.edu](mailto:leave@virginia.edu) ASAP to discuss next steps. Employees who are unable to return once their disability benefits exhaust, may be separated from employment.

#### **\*Web References:**

[Becoming A Parent](#)  
[Disability Benefits](#)  
[Leaves of Absence](#)

[Occasional Time Off Paid](#)  
[Time Off](#)