OSU PAID MEDICAL LEAVE POOL PROCEDURES FOR DEPARTMENTS

How the Employee Applies for Medical Pool Leave

- Employees will provide written notice via email to their supervisor as soon as possible when anticipating medical pool time off and initiate the OSU Paid Medical Pool Leave and FMLA process with the Absence Management Specialist (AMS.)
- The formalized application process is coordinated through the Absence Management Specialist to include verification documents such as medical information, birth certificate, or court order.
- The employee will contact the Absence Management Specialist at absence@okstate.edu or 405.744.7401 to obtain the request form.
- The eligibility review is completed by the AMS and approved by the Director of HR Consulting Services.

Benefit Period

- The OSU Paid Medical Leave Pool will provide up to twelve weeks (480 hours) of continuous leave, contingent upon available central funding (currently set at $50,000 per fiscal year) and receipt of health care provider documentation.
- This leave may not be awarded twice for the same condition.

Family Medical Leave Act

- FMLA will be auto-designated and run concurrently with this leave if the employee is eligible.

Benefits

- Approved requests will be paid at the recipient's base pay rate as of the last day worked by the recipient's department. This amount will be prorated to align with the recipient's FTE.
- Leave may be applied retroactively for a maximum of two pay periods (one for monthly paid employees and two for biweekly paid employees) preceding the approval date.
- Sick and annual leave will not continue to accrue when an employee uses this benefit.

Procedures for the Department

- Please notify the AMS when the email notice is received from the employee.
- The department will be notified by the AMS if the employee's request has been approved or denied.
- If approved, the AMS will track Paid Medical Pool Leave in the Banner system using designated codes.
- If FMLA has also been approved, the department will track this leave in Banner using code TBA xxxxx. (FMLA will run concurrently with Paid Medical Pool Leave if the employee is eligible.)
- The AMS will process an EPAF to enter the start and end dates of the leave, ensure sick and annual leave is not accrued during this time, and update the funding information.

For Assistance

- Contact the Absence Management Specialist. absence@okstate.edu or 405.744.7401