



## OSU PAID MEDICAL LEAVE POOL PROCEDURES FOR EMPLOYEES

The Paid Medical Leave Pool supports OSU employees by providing pay when they are impacted by catastrophic medical occurrences that have exhausted their available accrued leave. The leave may be used for the employee or caring for their qualifying dependent for extreme, life-threatening illnesses, injuries, impairments, or physical or mental conditions. Employees approved for Paid Medical Leave Pool benefits will be in paid status and continue to receive benefits equal to those received before the start of the leave, with the exception of leave accruals.

### Eligibility

- Benefits-eligible (0.75 FTE) faculty or staff with two or more years of continuous service with OSU.
- Employees must be in good standing. *This includes no documented unsatisfactory work performance or corrective actions in the last twelve months.*
- May not be on approved status for long-term disability or have a current or pending workers' compensation claim for the same medical condition.
- Must exhaust all available accrued leave (sick, annual, comp time) or short and long-term disability before requesting Paid Medical Leave Pool benefits. FMLA will be auto designated and run concurrently with this leave if the employee is eligible. Sick and annual leave will not accrue when an employee uses this benefit.
- This leave will be used in lieu of any state statute requiring additional PTO outside stated annual and sick leave.
- This leave may not be awarded twice for the same condition.

### How to Apply for Paid Medical Pool Leave

- Formalized application process is coordinated through the Absence Management Specialist to include medical evidence.
- Eligibility review by Absence Management Specialist and approval by the Director of HR Consulting Services.
- Approved requests will be paid at the recipient's regular rate of pay as of the last day worked by the recipient's department. The department will enter leave codes from the Paid Medical Leave Pool.
- This type of leave will be tracked in Banner or an alternate method, as appropriate.
- Leave may be applied retroactively for a maximum of two pay periods (one period for monthly paid employees and two for biweekly paid employees) preceding the date of approval.

### Family Medical Leave Act

- If the employee is eligible for FMLA, it will run concurrently with Paid Medical Leave Pool usage.
- Contact the Absence Management Specialist for more information about [FMLA](#), [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401

## **Benefit**

The Paid Medical Leave Pool will provide **up to** twelve weeks (480 hours) of continuous paid leave, contingent upon available central funding (currently set at \$50,000 per fiscal year) and receipt of health care provider documentation. Unused funds will not roll over to the next fiscal year. Employees on less than twelve-month appointments may not request or receive benefits from the Paid Medical Leave Pool for periods when not in a paid status. Receiving this type of paid medical leave does not provide job protection but serves to keep eligible employees in paid status.

## **For Assistance**

Contact the Absence Management Specialist. [absence@okstate.edu](mailto:absence@okstate.edu) or 405.744.7401

***OSU reserves the right to revise or end this program at any time.***