

# Medical Leave of Absence (MLOA)

## Craft Professional Employee Checklist



**IMPORTANT:** A Medical Leave of Absence (“MLOA”) request is for employees who miss **4 or more consecutive days** due to an employee’s own personal medical condition supported by their treating healthcare provider.

All individual medical leave requests are evaluated to determine if they meet Family Medical Leave Act (“FMLA”) qualifications. Medical leaves determined to be FMLA qualifying will be deducted from an employee’s available FMLA leave bank. If an employee’s medical leave request does not meet FMLA qualifications, submitted forms and documentation will be used to reach a determination on their MLOA request.

- If a leave from work is needed due to a family member’s medical condition, then an employee should submit a request for [FMLA](#) instead of MLOA.
- If an employee is not eligible for FMLA or MLOA and needing leave due to a personal circumstance, they should speak with their supervisor to determine potential alternatives.

### MLOA Request:

- Submit your MLOA request via eHealthsafe as soon as you are aware you will be off work 4 or more consecutive days due to your own personal medical condition.
  - Requests should always be made **prior** to returning to work and late requests entered into the system could be denied.
  - Requests can be made up to 30 days prior to a MLOA start date.
  - Requests will be reviewed by the HMS Leave Management team.
- Using a Computer go to [www.up.com](http://www.up.com), then select “Employees”, then select “More”. In the “Employee Access” section, select “Request Leave” which will take you to the eHealthsafe portal to submit your request.
- Using a Mobile Device go to [www.up.com](http://www.up.com), at the top right corner, you will see an icon for “Menu”. Select “Employees”, then you will see the “Employee Access” section. Select “Request Leave” which will take you to the eHealthsafe portal to submit your request.
- Print the initial leave request MLOA documents ([Directions Link](#) – within eHealthsafe by clicking “Messages/Attachments”). This information will also be sent via standard USPS Mail to your address on file.
  - Initial MLOA Request Letter
  - Certification of Healthcare Provider (Form 16874)
    - Form 16874 will be used to make an approval determination regarding your MLOA request.
  - Return-to-Work Medical Status Form (Form 1600)
    - Form 1600 will be used to determination regarding your return-to-work clearance.
  - Fax Barcode Coversheet
  - FMLA Rights & Responsibilities
- Upload into eHealthSafe or fax a completed Certification of Healthcare Provider (Form 16874) to Leave Management (402) 501-0067 within 15 days of your MLOA request

**If your medical leave request is for 30 days or less** you have the option to submit a fully completed Return-to-Work Medical Status Form (Form 1600) to substantiate your need for leave request in lieu of the Certification of Healthcare Provider (Form 16874) **as soon as your treating healthcare provider clears you to return-to-work**. Submitting this form will help expedite your leave determination and return-to-work. It will be utilized to substantiate both your leave and support your safe return to work.

- [Directions Link](#) (How to Upload/Fax) - If the Certification of Healthcare Provider form is not received within 15 days or does not substantiate your MLOA request, your absence may be considered unexcused and subject to the attendance policy.
- Contact RRB to initiate Sickness Benefits Claim
- You must apply within 10 calendar days from the first day off work. An application is considered filed on the day it is received by the RRB; if you file late, you may lose benefits.

#### **MLOA Start Date:**

- After submitting your MLOA request, it will be reviewed by Leave Management to determine if you will be placed in pending leave status on the beginning date provided once your request has been processed.
- The status of your leave request is available on the Employee tab in eHealthSafe.
- If your MLOA start date changes or needs to be adjusted, submit a [TRM ticket](#) (Dept: Workforce Resources, Category: FMLA/MLOA) and provide updated medical documentation.
- Medical Leave of Absence (MLOA) and Family and Medical Leave Act (FMLA) run concurrently if you are eligible for FMLA and have FMLA bank available. This means your MLOA time will be deducted from your rolling 12-week FMLA bank if your MLOA meets FMLA qualifications.
- Requests for additional information may be made. You are required to comply with the request within the timeframe stated. You will be provided a detailed letter explaining what is needed.
- Failure to submit sufficient and complete information or failure to respond to requests for additional information within the required timeframes may result in your pending leave dates reverting to unexcused absences which could result in a violation of attendance and discipline policies. Absences incurred which are not supported by medical documentation may revert to unexcused absences in accordance with your attendance policy.

#### **MLOA Extension:**

- If you need to extend your medical leave, **prior** to a previously submitted approved leave end date, please submit an updated Certification of Healthcare Provider (Form 16874) by uploading into eHealthSafe or faxing into (402) 501-0067. Updates must be initialed and dated by your treating healthcare provider to include your additional dates of leave requested.

## Return to Work:

- Submit a fully completed Return-to-Work Medical Status Form (Form 1600) to Clinical Services **as soon as your treating healthcare provider clears you to return to work**. You can email this form to [medicalrtw@up.com](mailto:medicalrtw@up.com) OR fax this form to Clinical Services at (402) 233-2081.
  - Form 1600 will be reviewed by the HMS Clinical Services team.
  - You will **not** be able to return to work until you are cleared by HMS Clinical Services.
  - Failure to provide a fully completed Form 1600 within 24 hours of your return-to-work clearance date may result in unexcused absences and be subject to the attendance policy and discipline process.
  - Failure to provide a fully completed Form 1600 may delay your return-to-work clearance.
- Medical leaves **greater than 30 days** or involving a reportable health condition(s) and/or restricted medication(s) typically require additional documentation to support your return-to-work. See the return-to-work instructions for conditions that could require medical records prior to being cleared to return-to-work.
- Reportable health condition(s) and/or restricted medication(s) typically require additional review by Clinical Services. You may be required to provide additional medical documentation to return to work. If documentation is not received, your return to work will be delayed.
- Should you have any questions regarding the return-to-work process or information needed to support your timely return-to-work, please contact (402) 544-7011.
- After you are notified by Clinical Services that you are cleared to return to work, contact your Manager/Department to schedule return to work.

## Helpful Links and How To's:

- [Medical Leave of Absence](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Health & Medical Services \(Clinical Services\)](#)
- [How to print MLOA/FMLA documents](#)
- [How to upload documents to support your MLOA request](#)
- [How verify if documentation was received to support your MLOA request](#)
- [How to check the status of your MLOA request](#)

Have a MLOA question? Submit a [TRM ticket](#) to Leave Management