University of New England
Disability Leave of Absence Process Map

The process of placing an employee on a Disability Leave of Absence may begin with either the supervisor or the employee.

- Supervisor recognizes employee’s possible need for disability leave and notifies them to contact Cat Martins in HR.
- Employee turns in completed Leave Request Form for disability leave directly to Cat Martins in HR, or verbally requests disability leave.
- HR determines if employee meets Disability Leave of Absence eligibility requirements.
  - If not, HR notifies the employee in writing of ineligibility for disability leave.
  - Within 5 business days, HR sends the Disability Leave of Absence policy to employee, notifying the employee of eligibility and requesting an appropriate physician’s statement if not previously submitted.
  - Employee or appropriate health care provider returns physician statement to HR.
  - HR sends notice to employee notifying that due to failure to return physician statement, employee is not protected by the Disability Leave of Absence Policy.
  - If not, HR maintains medical documents in separate file in HR.
- HR and Payroll track missed time through biweekly time sheets/monthly salary leave reports, and email updates when appropriate.
- Employee provides sufficient physician statement within 7 calendar days?
  - Yes: Employee needs to inform HR of anticipated return to work date. Before employee returns to work, they must provide HR with a doctor’s note confirming they are able to return to work.
  - No: Insufficient physician statement returned to employee with notice of additional information needed.

Unlike FMLA, which gives employees up to 12 weeks to be out of work, UNE’s Disability Leave of Absence policy expects employees to return to work as soon as their doctor confirms they are able to.