

Date: September 14, 2016

To: All HU Employees

From: Human Resources – Benefits & Pension Administration

Re: ***New Paid Leave Time Entry Process-Approved FMLA and Short-Term Disability***

Employees that are out of work 3 or more consecutive days MUST contact MetLife to initiate a Disability claim. MetLife has been administering the FMLA/STD/LTD program since December 1, 2015. If your absence is due to your own serious health condition or that of a family member, it is important that you:

- Notify your supervisor within 24 hours of the incident or knowledge of need for absence.
- Provide your supervisor with information regarding the absence. You do not have to give specifics such as medical diagnosis for non-work related injuries or illness.
- Contact MetLife by calling 1-855-855-1563.

If the absence is due to your own serious health condition, which may result in a Short-Term disability claim, one phone call will initiate both claims.

****NEW Changes****

Effective immediately, all employees who are on Approved FMLA (Continuous Only) or Short-Term Disability from MetLife will have their Paid Leave entered into PeopleSoft by a HR representative.

Based on the timeframe in which you have been approved for FMLA/Disability leave, we will automatically enter the Paid Leave accordingly for each pay period. If you are approved for FMLA for 2-weeks, we will review your Leave balances and enter 10 days of annual or sick on your timesheet. This process will continue until you return to work from your leave.

All FMLA, STD or LTD inquiries should be directed to Benefits and Pension Administration at (202) 806-1280 or www.benefits@howard.edu.