

# Additional Resources

## FMLA – STD

Family Medical Leaves (FMLA) / Short Term Disability (STD) are administered by AbsencePro on behalf of Centenary College. Please reference employer ID# 2558 when using this service. This new process will ensure that your leave decisions are made promptly, properly, and administered to protect your benefits and ensure that qualified claims are filed.

### What You Should Know

- **Family Medical Leave (FMLA)**
  - runs concurrent to your STD leave,
  - protects your job for 12 weeks, and
  - is an unpaid benefit
  - To learn more about the college's FMLA policy click [here](#).
  
- **Short Term Disability (STD)**
  - runs concurrent to approved FMLA leave,
  - has a 30-day "elimination" period in which you are required to use your vacation and/or sick leave to remain in paid status, and
  - pays 66 2/3% of your base pay for up to 26 weeks
  - To request Short-Term Disability please complete the [Short-Term Disability request form](#) and return it to HR as soon as possible.
  - To learn more about the college STD policy click [here](#).
  
- **Pay while on medical leave**
  - If you are on FMLA for any reason other than a work-related illness or injury, then you will be required to use your available paid time off accruals, including sick and vacation concurrently with your FMLA leave.
  - Accrued Sick Leave must be utilized for the employee's own serious health condition, pregnancy, or the serious health condition of a spouse, child, parent, or "next of kin".
  - Accrued Vacation Leave must be utilized during the period to bond with a healthy newborn or newly adopted or placed healthy child; and during "qualifying exigency" FMLA leave. When available Vacation Leave is exhausted, accrued Sick Leave must be utilized.
  - When all available Sick and Vacation accruals are exhausted, the balance of the leave will be unpaid.
  - Employees will receive full holiday pay while they're on paid leave. Holidays will not be paid to employees on any type of unpaid leave
  
- **Benefits During FMLA Leave**
  - The College will continue your elected benefits. If however, you fall into unpaid leave you will be responsible for reimbursing the college for your share of the premiums. You will be responsible for submitting a check to the college on the 15th of each month for

your share of the premium payments. Make the check payable to Centenary College of Louisiana (Attention: Human Resources) and in the memo section write benefits while on FMLA.

- **Return-to-Work**

- An employee on an approved FMLA Leave for twelve weeks or less is entitled to return to the same or similar position without loss of the benefits for which he or she was eligible on the date the leave commenced.
- The college requires a [fitness-for-duty certification](#) from the appropriate medical provider which must be received by the employee's supervisor and Human Resources within 5 business days before the employee returns to work.
- If the employee no longer qualifies for FMLA leave (or another type of permissible leave) and fails to return to work by the expected return date, the employee will be considered to have resigned voluntarily from the College.

### What You Should Do

- Call 877.365.2666 or register online at [AbsencePro.absencemgmt.com](http://AbsencePro.absencemgmt.com)
  - You will need to provide your employee ID # and your home ZIP code
    - You can locate your employee ID # on your pay voucher; it is the four numbers following your name on the pay voucher
  - Open a leave request once you have finished the registration process
  - Your information will be verified by a leave specialist who will initiate the FMLA and STD leave, discuss your necessary actions to get certified, and answer any questions you may have.
  - You will have the ability to receive FMLA leave letters and notifications to your e-mail and check your leave status 24/7 at [AbsencePro.absencemgmt.com](http://AbsencePro.absencemgmt.com)
  - AbsencePro provides you with quick access to experts who will answer questions, review guidelines, and provide information regarding a job-protected medical or family leave of absence. This new process will ensure that your leave decisions are made promptly, properly, and administered to protect your benefits and ensure that qualified claims are filed.
  - Your doctor will need to complete their section of the paperwork that AbsencePro sends you.
- For the duration of your FMLA leave, the College will maintain your benefit coverage. However, you will continue to be responsible for your portion of the cost-sharing of the premium payments.

- **AbsencePro**

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- [FAQ](#)
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