



PAID MEDICAL LEAVE POOL AND FAQs

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.

Benefit

The Paid Medical Leave Pool will provide **up to** twelve weeks 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.

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.

Process

- 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 then be reimbursed with funds 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 pay period for monthly paid employees and two for biweekly paid employees) preceding the date of approval.

Funding

The funding mechanism provided by OSU will be comprised of a \$50,000 set aside each fiscal year. Budget transfers will be enacted to reimburse departments for paid medical leave pool expenses up to the maximum funded per fiscal year, provided appropriate processes have been followed.

FREQUENTLY ASKED QUESTIONS

Q. Can I take OSU Paid Medical Pool Leave on an intermittent basis?

A. Only blocks of leave will be approved.

Q. How long must I work for OSU before I am eligible to apply for this leave?

A. Two or more years of continuous service.

Q. Will I accrue sick or annual leave while I am on OSU Paid Medical Pool Leave?

A. No.

Q. As a faculty member, am I eligible to use the benefit during the summer?

A. Faculty would be eligible to utilize this benefit during their regular appointment period and during any summer research or teaching assignments.

Q. Will my benefits continue to be paid during OSU Paid Medical Pool Leave?

A. Yes.

Q. Can I be on short or long-term disability while using OSU Paid Medical Pool Leave?

A. No. Both short and long-term disability must be exhausted before applying for leave from the Pool.

Q. Will OSU Paid Medical Pool Leave go towards my FMLA entitlement?

A. Yes, it will run concurrently with FMLA.

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