

# Medical Leave Policy

**Policy Number:** HR-LOA-004 **Effective Date:** January 1, 2020 **Last Updated:** September 1, 2023 **Owner:** People Operations **Applies To:** All employees globally

## Purpose

This policy outlines the provisions for employees who need extended time off for medical conditions that exceed standard sick leave. It covers both the employee's own medical conditions and accommodations for recovery.

## When This Policy Applies

Medical leave applies when: - An illness or injury requires absence exceeding 5 consecutive business days - Ongoing treatment requires regular time away from work - A chronic condition requires extended accommodation - Recovery from surgery or hospitalization is needed - Mental health conditions require extended treatment

For short-term illnesses (1-5 days), see Sick Leave Policy (HR-LOA-002).

## Leave Entitlements

### Paid Medical Leave

1. **Sick Leave:** First 10 days covered by sick leave entitlement
2. **Short-Term Disability (STD):** Days 11-90, 60% of base salary
3. **Long-Term Disability (LTD):** Day 91+, 60% of base salary

### Unpaid Medical Leave

If sick leave is exhausted and employee is not eligible for disability: - Up to 12 weeks per rolling 12-month period - FMLA protections apply (US employees meeting eligibility) - See Unpaid Leave Policy (HR-LOA-012)

## Short-Term Disability (STD)

### Eligibility

- All full-time employees enrolled in benefits
- 7-day elimination period (waiting period before benefits begin)
- Sick leave may be used during elimination period

### **Coverage**

- 60% of base salary, up to weekly maximum of \$3,500
- Duration: Up to 90 days per disability
- Administered by MetLife

### **Filing a Claim**

1. Contact HR to notify of medical leave
2. HR provides STD claim forms
3. Complete employee portion and have physician complete medical section
4. Submit to MetLife within 30 days of disability onset
5. MetLife contacts you regarding status

### **Claim Contact**

MetLife Disability: 1-800-555-0175 Online: mymetlife.com

## **Long-Term Disability (LTD)**

### **Eligibility**

- All full-time employees enrolled in benefits
- Automatically transitions from STD after 90 days of continuous disability
- Must have qualifying medical condition

### **Coverage**

- 60% of base salary, up to monthly maximum of \$15,000
- Duration: To age 65 for most conditions
- Administered by MetLife

### **Transition from STD**

MetLife will contact you during STD period if LTD may be needed. No separate application required.

## **Requesting Medical Leave**

### **Notification**

1. Notify your manager and HR as soon as you know extended leave is needed

2. For planned procedures, provide at least 2 weeks notice when possible
3. For sudden illness/injury, notify as soon as practicable

### **Documentation Required**

- Medical certification from healthcare provider
- Expected return date (can be estimated)
- Any work restrictions upon return
- Updates if condition changes

### **Workday Submission**

1. Submit leave in Workday under “Leave of Absence” > “Medical Leave”
2. Upload medical documentation
3. HR processes within 5 business days
4. Confidential - managers see dates only, not diagnosis

### **During Medical Leave**

#### **Benefits Continuation**

Benefit	Status	Cost to Employee
Health Insurance	Continues	Same employee contribution
Dental/Vision	Continues	Same employee contribution
Life Insurance	Continues	Company paid
401(k)	Contributions pause	N/A
Equity Vesting	Continues during paid leave	N/A
Annual Leave Accrual	Pauses during unpaid leave	N/A

#### **Communication Expectations**

- Check in with HR at least every 2 weeks
- Update HR on any changes to expected return date
- Respond to benefit-related communications
- No work expectations during leave

### **Privacy**

- Your medical information is confidential
- Managers receive leave dates only, not diagnosis
- Coworkers informed “on medical leave” unless you authorize more detail

## **Returning from Medical Leave**

### **Fitness-for-Duty Certification**

Before returning from medical leave of 5+ days, you must provide: - Physician clearance to return to work - Any restrictions (temporary or permanent) - Recommended accommodations if needed

### **Return Process**

1. Confirm return date with HR at least 1 week in advance
2. Submit fitness-for-duty certification
3. Schedule return meeting with manager
4. Gradual return may be arranged (reduced hours for 1-2 weeks)

### **Accommodations**

If you need accommodations upon return: - Notify HR of needed accommodations - HR will engage in interactive process - Reasonable accommodations will be provided - See ADA Accommodations Policy (HR-EMP-022) for details

## **Position Protection**

### **US Employees**

- FMLA-eligible employees: Position protected for up to 12 weeks
- After FMLA exhaustion: ADA interactive process for additional leave

### **UK Employees**

- Statutory provisions apply
- Contact uk-hr@novatech.com for specific guidance

### **India Employees**

- ESI provisions apply
- Contact india-hr@novatech.com for specific guidance

## **Mental Health Leave**

Medical leave applies equally to mental health conditions: - Same documentation requirements apply - Same benefits and job protections - EAP provides additional support (HR-BEN-015) - Confidentiality strictly maintained

Mental health resources: - EAP: 1-800-555-0199 (24/7) - Crisis support: Available through EAP - Mental Health Resources Guide (HR-BEN-016)

## **Pregnancy-Related Leave**

Pregnancy-related medical conditions (before and after birth) are covered under this policy. For parental bonding time, see Parental Leave Policy (HR-LOA-003).

### **Prenatal Care**

- Use sick leave for appointments
- Flexibility generally provided for appointment scheduling

### **Pregnancy Complications**

- Covered as medical leave
- STD covers delivery and recovery (typically 6-8 weeks depending on delivery type)
- Parental leave begins after medical recovery period

## **Intermittent Medical Leave**

For conditions requiring periodic treatment or flare-ups: - May be arranged with HR approval - Medical certification required - Track absences in Workday - Minimum increment: 2 hours - See FMLA Policy (HR-LOA-005) for US employees

## **Manager Responsibilities**

Managers should: - Treat all medical leave requests supportively - Maintain confidentiality about employee's condition - Work with HR on coverage planning - Ensure smooth return-to-work transition - Not contact employee about work during leave unless pre-arranged - Refer all medical-related questions to HR

Managers should NOT: - Ask about diagnosis or medical details - Deny leave for business reasons (discuss with HR) - Make assumptions about ability to work - Share employee's status with others unnecessarily

## Contact

For medical leave questions: - Email: [medical-leave@novatech.com](mailto:medical-leave@novatech.com) - Phone: 1-800-555-0198 - Slack: #ask-hr (DM for confidential matters)

All medical inquiries are strictly confidential.

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*Related Documents: Sick Leave Policy (HR-LOA-002), FMLA Policy (HR-LOA-005), Short-Term Disability (HR-BEN-005), Long-Term Disability (HR-BEN-006), ADA Accommodations (HR-EMP-022)*