Employee Leave/Absence Resources

This information is provided to assist you in navigating your absence needs. Please know that you may be working with multiple individuals for different types of leave or resources, and it is important to keep those individuals up to date on your leave status. For example, you may be working with the Family Medical Leave contact along with the Short-Term Disability Contact and it is important to provide information to them both as you navigate your leave.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

Company Contact:

You should direct any questions or updates about your leave status to this individual.

The Department of Labor provides a Family Medical leave employee guide here:
www.dol.gov/sites/dolgov/files/WHD/legacy/files/employeeguide.pdf

Short Term Disability

Short-term disability covers a portion of your salary if you're unable to work for a short period of time. That might be a physical or mental illness, injury, or childbirth.

Company Contact:

Your STD contact can answer the following questions based on your specific information:

- How much does short-term disability pay?
- How long is short-term disability?
- What is the Short-term disability elimination period?
- What's not covered by short-term disability insurance
- How to apply for short-term disability

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Long Term Disability

Long-term disability policies cover longer terms, such as 2, 5 or 10 years.

Company Contact:

Americans with Disabilities Act Amendments (ADAAA) Support

The ADAAA contact person ensures the timely and ongoing compliance with the Americans with Disabilities Act (ADA) including requests for accommodations.

Company Contact:

Employee Assistance Programs

An employer-sponsored employee assistance program (EAP) is a work-based benefit program designed to identify and assist our employees in resolving personal problems that may be adversely affecting their performance at work, such as marital, financial, or emotional problems; family issues; or substance or alcohol misuse. EAPs may also offer a wide array of services covering basic legal assistance and referrals, adoption assistance, help finding elder care services, wellness programs, and more. This benefit may be helpful in your stay at work and return to work journey.

You can access Employee Assistance Program (EAP) information at:

Kentucky Department of Workers' Claims

Guidebook to Workers' Compensation

www.labor.ky.gov/Documents/Workers%20Compensation%20Guidebook%20(2016)%20changes.pdf

Company Contact:

RETAIN Kentucky

RETAIN Kentucky is a federally funded research study implemented by the University of Kentucky and is expanding services to help thousands of newly injured and ill employees across the Commonwealth to stay in the workforce. The free program is open to individuals 18 and older who have non-occupational illnesses or injuries that prevent them from performing their jobs. Participants will get support to identify their stay-at-work and return-to-work goals and take steps to achieve those goals. To be eligible to participate in RETAIN, you must:

1. Be a Kentucky resident.
2. Have a non-work-related injury or illness.
3. Be employed or have been employed during the last 12 months.

People who meet the above eligibility criteria can contact RETAIN by doing ONE of the following:

- Scan the QR Code on this sheet with your smartphone, answer 3 questions and leave your name and contact information
- Call 859-562-3251 and leave your name and contact information
- Email your name and contact information to RETAIN@uky.edu

Company Contact:

RETAIN Kentucky QR Code:

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