Human Resources

Employee Checklist for a Planned Medical or Family Leave

Prior to Leave

- ☐ Contact Workpartners (MIT's leaves vendor) at **1-833-852-2207** to understand what your eligibility is for MIT's leave policies. If you have further questions, contact the MIT Disabilities Services and Medical Leaves office (DSMLO) at hr-dsmlo@mit.edu or (617) 253-4272. Please note that your request for leave cannot be submitted earlier than 60 days before your leave.
- ☐ Notify your supervisor of your need for leave and discuss any timing issues with coverage.
- ☐ If you did not apply for your leave on your initial call with Workpartners, you need to confirm your leave dates and make the official leave request with Workpartners and your supervisor.
- ☐ Complete Workpartners paperwork prior to your absence and provide your medical documentation.

If you do not have sick time available for a serious illness leave, you will be placed on a leave without pay until medical documentation is received by Workpartners. If your medical documentation is received late, you will be paid retroactively at the state rate until the day your medical documentation is received.

Please note: if medical documentation is not received within 15 days from when the materials are sent by Workpartners OR within 15 days of your leave start date, you will be placed on a leave without pay until the medical documentation is received. If medical documentation is late, you will be paid retroactively at the state rate until the day your medical documentation is received.

Your pay may be impacted based on the timing of your leave request and receipt date of medical documentation by Workpartners. Faxes may not be received by the Workpartners Leave Specialist on the day sent. They need 72 hours to process leave paperwork; it then takes 24 hours to get to MIT for processing.

Upon Approval of Leave and During Leave

- ☐ Talk with your supervisor about your leave dates and work coverage. Employees are expected to communicate about leaves with their supervisor.
- ☐ Inform your supervisor if you want to be contacted by colleagues with well or congratulatory wishes.
- ☐ When you are out on leave, if any changes or extensions are needed you must contact both your supervisor and Workpartners. Additional medical documentation will be required for extensions of leaves. For intermittent leaves you must contact your supervisor and Workpartners to report intermittent leave time.

Returning from Leave

- ☐ Contact your supervisor to confirm your date of return to work 7 days prior to your scheduled return to work.
- ☐ Obtain medical documentation clearing you to return to work and provide it to Workpartners at least 7 days before your planned return date. If Workpartners does not have your return to work note, you may have to wait until it is received before you are permitted to return.

IMPORTANT: If you do not contact your supervisor about a change in your leave or return date, and do not return to work as scheduled, it could lead to disciplinary action.

Visit https://hr.mit.edu/employee-leaves for more information about employee leaves.

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