

Transfer Medical Leave to Fringe Benefit Pool



UNIVERSITY OF
NORTHERN
COLORADO

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Office of Human Resources
Carter Hall, Room 2002
Greeley, CO 80639

Instructions

If an employee is on medical leave beyond 30 calendar days, the department will pay for the first 30 calendar days. Then the next 60 calendar days can be transferred to the fringe benefit pool so the department can hire a temporary employee. Only when the department does not have sufficient budget to cover the temporary employee, will these expenses be transferred prior to the employee coming back to work.

If you are transferring expenses prior to the employee returning to work, please explain, in the Special conditions section, why and what payroll periods you are requesting the transfer to be made.

****If the employee is covered by a Worker's Compensation claim, this policy does not apply. Departments are reimbursed for lost time, by the insurance carrier at 60% of earnings.***

Please send form to:

Human Resources
Carter Hall, Room 2002
Campus Box 54

Employee Name: _____ Bear # _____

Department _____

First Day on Medical Leave _____

Last Day on Medical Leave _____

Special Conditions: _____

Requesting Hiring Authority _____ Date _____

Requesting Authority _____ Date _____

Human Resources Approval _____ Date _____