

Transfer Medical Leave to Fringe Benefit Pool



UNIVERSITY OF NORTHERN COLORADO

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 Authority \_\_\_\_\_

Human Resources Approval \_\_\_\_\_