



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Medical and Sick Leave

Policy Type:
Human Resources

Policy Owner(s):
Human Resources Manager

Policy contacts:
[Melissa Daufelt](#)

Revised:
Reviewed: 04/09/18
Effective Date: 10/15/15

POLICY STATEMENT

Policies, rules and contract language governing sick and medical leave vary by employee group. Please read the policy for your [employee group](#).

All foreseeable leave (e.g. medical appointments for self or dependents, elective surgery) must be requested in advance from the supervisor. Supervisors may require a statement from a healthcare provider before approving use of medical/sick leave. In the case of illness, injury, emergency, or any other absence not approved in advance, employees are required to inform their supervisor of the circumstances as soon as possible. This notice may be given by another responsible person if the employee is unable to do so personally.

When leave may be chronic or extended, employees or supervisors must inform Masonic Cancer Center human resources as soon as possible. Also be aware of the [Disability Resource Center](#) as a resource regarding disabilities and medical conditions.

Leave Request Process:

1. Via email, employees must request approval of absence dates - as far in advance as possible. Please indicate the calendar day and the number of days/hours you would like to use as medical/sick leave, as well as your return-to-work date.
2. Supervisors will respond to requests via email, *usually within 1 day*. Requests may need to be rescheduled or denied based on the needs of the department.
3. Please remind your supervisor of your upcoming absence in the days (or weeks for extended absences) leading up to an approved leave to ensure proper coverage.
4. Employees will report usage in the absence management system when leave is taken, or immediately following use.

Please follow this process to ensure appropriate coverage in your department, smooth running of the MCC and appropriate adherence to MCC policy.

Absence Management System

Most absences will be requested as indicated in the chart below. Reasons of **FMLA** and **Parental Leave** are to be used on a limited basis as directed by MCC HR. For questions or clarification, contact cchr@umn.edu.

| Employee Type | Absence Type | Absence Name | Reason |
|-----------------------------------|--------------|--------------|---------|
| Academic | Excused Paid | Excused Paid | Medical |
| Civil Service & Labor Represented | Sick | Sick | Other |