FMLA and Sick Leave Instructions

I am a faculty member and I have some, but not enough sick leave to cover my absence.

- Inform Patrice Masterson in Human Resources of the dates you will need to be absent. She can be reached at 678-891-2783 or Patrice.Masterson@gpc.edu.
- Ask your doctor to complete the Certification of Healthcare Provider form. The form may be faxed to 678-891-2511.
- You must maintain regular contact and notify your supervisor and Human Resources when plans are finalized and when plans change.
- Your supervisor or Human Resources will enter sick leave on your timecard until it runs out.
- You will not be paid after your sick leave runs out.
- You must complete a Leave of Absence form and return it to Patrice Masterson in Human Resources.
- You must pay GPC for your benefits. You will be billed by the GPC Accounting Department

SHORT-TERM DISABILITY

If you have short-term disability, you must file your claim with MetLife.
- See enclosed flyer for instructions.

FAMILY AND MEDICAL LEAVE

Employees who have been employed by GPC for at least 12 months and have been employed for at least 1250 hours of service during the 12 month period immediately preceding the start of the leave are eligible for FMLA leave. If you are eligible for unpaid FMLA leave and have FMLA leave remaining:

- Absences for this medical condition will count against your entitlement for FMLA leave.
- See attached FMLA flyer or GPC Policy #424 if you want additional information.

RETURN TO WORK

Review and do the following when you are ready to return to work:

- Ask your doctor to complete and sign the Return to Work form. Send the Return to Work form to Patrice Masterson in Human Resources or fax it to 678-891-2511.
- Let your supervisor know what day you expect to return.