

## **DISABILITY MANAGEMENT QUICK REFERENCE GUIDE**

**DMO Telephone Number: 877-766-6447**

**DMO Fax Number: 517-241-9926**

**Email: [MCSC-DMO@michigan.gov](mailto:MCSC-DMO@michigan.gov)**

**DMO Website: [www.michigan.gov/dmo](http://www.michigan.gov/dmo)**

**[DMO Leave of Absence General Information](#)**

**York Risk Services Group: 800-324-9901(Long Term Disability Provider)**

The intent of this guide is to provide a quick reference for employees and supervisors regarding their general responsibilities related to a medical, parental, or FMLA leave of absence, or worker's compensation claim. Employees and supervisors are encouraged to also refer to the "[DMO Disability Management Processes](#)" document for more complete information regarding the handling of the above referenced leaves of absence.

Please note: Represented employees should refer to their collective bargaining agreement for information related to leaves of absence. If provisions of the applicable collective bargaining agreement differ from information contained in this document, the provisions of the collective bargaining agreement will apply.

## USE OF LEAVE CREDITS WHILE ON LEAVE

- When an employee is off work due to their own medical condition, sick leave must be exhausted before going on unpaid leave.
- When employee is on Family Care Leave, sick leave hours must be reduced to 80 hours or less before going on unpaid leave.
- Sick leave may not be utilized by an employee while on Parental Leave.
- Employees may not use partial leave credits daily to supplement LTD payments (i.e. may not use 2.6 hours per day to bring employee up to full pay).
- Plan A may not be utilized during a leave of absence.
- Use of annual, deferred, BLT, and comp hours are at the discretion of the employee. If the employee does not notify the supervisor and/or timekeeper of how they want time used, all hours (except sick leave, when required) will be frozen.
- A comment in DCDS is not required once notification has been received regarding approval of leave. However a comment is necessary when an employee is approved for FMLA intermittent leave for more than one reason, to document/clarify the reason for the leave.
- Employees on approved FMLA leave must use the appropriate “FM” hours types in DCDS until they are off payroll and put on “inactive status” in HRMN.

Do <b>not</b> use these hours type for FMLA-related absences	<b>Use</b> these hours types for approved FMLA-related absences
SKLV	FMSL (FM, sick leave)
ANLV	FMAL (FM, annual leave)
LOST	FMLA (FM, lost hours); using no leave hours/no pay; must exhaust sick leave first
HOL	FMHL (FM, qualify for paid Holiday)
BLTU	FMBL (FM, banked leave time)
CMPU	FMCM (FM, comp time)
DH81	FMD1 (FM, 1981 deferred hours)
DH82	FMD2 (FM, 1982 deferred hours)

## EMPLOYEE RESPONSIBILITIES

- Contact the DMO thirty (30) days prior to need for medical, parental, or other [FMLA leave](#), or as soon as practicable. (includes the need for ongoing and intermittent leave).
- Provide leave request form and all required medical documentation to the DMO within prescribed timelines.
- Follow all work area call-in procedures until approval of leave is received from the DMO, and advise supervisor or timekeeper of what time to use/freeze.
- If on intermittent leave, keep supervisor apprised of necessary absences.
- Use appropriate FM hours types in DCDS for all FMLA approved absences.
- Provide updated information to the DMO on a timely basis for all leave extensions.
- Notify the LTD provider, York Risk Services Group as soon as sick leave is exhausted. (If carrying LTD insurance coverage)
- Send completed COBRA form (will be provided by the DMO) to the Employee Benefits Division to continue insurances by date indicated on form. (Note: payment of insurance premiums under FMLA requirements and the LTD rider will not be in effect if you fail to return the COBRA form by the date indicated.)
- Provide return to work medical release to DMO prior to date of return.
- If there are restrictions on the return to work (RTW) release, it must include the exact nature and duration of the restriction(s). RTW with restrictions must be provided to the DMO at least ten days prior to the return date.
- Respond to all requests for information from the DMO, LARA OHR, and York Risk Services Group.
- Complete [Accident/Illness Report](#) within 24 hours of work related injury/illness and provide to supervisor.
- Visit only approved/[authorized clinics](#) for work related injuries/illnesses.

## SUPERVISOR RESPONSIBILITIES

- Notify the DMO whenever employee is off, or is expected to be off work, for 5 or more days for FMLA qualifying reason, personal medical leave, or parental leave.
- Once employee is off work for five or more days, advise the employee that they must contact the DMO to request a leave of absence.
- If employee is off work intermittently for FMLA qualifying reason, advise them to contact the DMO. Supervisor should also contact DMO to alert them to the need for possible intermittent leave.
- Contact LARA Labor Relations if employee does not follow call in procedures prior to request for leave being approved.
- Enter time for employee until no longer on payroll, as directed by the employee and/or DMO.
- Respond to all requests for information from the DMO, OHR, or Labor Relations.
- If an employee's leave is denied by the DMO, contact labor relations to discuss potential corrective action whenever there is lost time.
- Work with the DMO and LARA OHR to determine if imposed return to work (RTW) restrictions can be accommodated.
- If employee reports for work and prior notification of employee's return was not received from DMO, contact DMO before allowing employee to work. If employee provides RTW statement to supervisor, fax it to the DMO immediately.
- Forward all employee [Accident/Illness Reports](#) to the DMO via fax at 517-241-9926 or e-mail at MCSC-DMO@michigan.gov. Complete the accident report form for employee if they are unable to do so.
- Ensure employee visits [authorized clinic](#) for all work related injuries/illnesses.

## **DISABILITY MANAGEMENT OFFICE (DMO) RESPONSIBILITIES**

- Provide necessary leave of absence forms to employee upon request of employee, supervisor, or OHR.
- Process approval/denial of employees request for leave and provide notification within 5 days of receipt of all required information/documentation.
- Send COBRA form to employee.
- Notify Employee Benefits Division (EBD) of FMLA insurance coverage issues.
- Timely notify supervisor, with cc to LARA OHR, of employee requests for leave, leave extensions, return to work information, and other information needed by the parties (including what leave to use/freeze).
- Notify LARA Labor Relations immediately if employee is off for drug or alcohol related treatment.
- Start FMLA hours counter; monitor and update FMLA hours counters, as necessary; remove expired hours and dates, as appropriate.
- Enter employee leaves and returns to work in HRMN, as appropriate.
- Notify supervisor and OHR within 24 hours when return to work statement has been received. If employee is returned with restrictions, work with supervisor and OHR to determine whether or not restrictions can be accommodated.
- Send Options Letter to employee when all entitlements are exhausted.
- Process medical layoff, as appropriate.

## **OHR RESPONSIBILITIES**

- Notify DMO of employee absences of 5 or more days for potential FMLA qualifying reason identified during payroll processing if notification of request for leave has not been received from the DMO.
- Update bureau liaison as info is received from DMO regarding employee absence and return to work.
- Assist managers/supervisors with issues they cannot resolve with the DMO.
- Work with supervisor and DMO to determine if imposed return to work restrictions can be accommodated.
- Send AWOL letters, when necessary, with copy to DMO and supervisor
- Process necessary separations.
- Process all annual leave donation requests and notify DMO of approvals.