

# Short Term Disability Guide

## For Supervisors

### Introduction

If a staff or faculty member is absent from work because of an injury or illness and may not be returning within 10 work days, they should follow the [Employee Checklist for Short Term Disability \(STD\) Leave](#).

Although the faculty or staff member will be on leave, they should still maintain regular contact with you to keep you apprised of their leave status. **Do not ask your employee for information regarding their medical diagnosis.**

- Prior to the start of their leave (at least 30 days in advance or as soon as practicable), the faculty or staff member should:
  - Contact Reliance Matrix, the University's STD administrator.
  - Contact Human Resources about the expected timing and length of the anticipated absence:
    - **Staff:** contact Kimberly Drey, kad610@lehigh.edu or 610-758-3895
    - **Faculty:** contact Caitlin Leidy, crl215@lehigh.edu or 610-758-3839
    - **Note regarding time recordkeeping for staff:** Human Resources will coordinate time reporting with the Payroll Office once your absence begins. The staff member should not record their absence in TimeClock Plus.
  - Encourage the employee to complete this process as soon as possible.
- Contact Human Resources (per the contacts listed above) to discuss questions or concerns relating to the employee's time away from work, including their eventual return to work and relevant policies.
- Contact the Employee Relations team within Human Resources to discuss staffing concerns, how to address questions about the situation with coworkers of the employee, and related issues that may impact the department while the employee is away from work.
  - **Employee Relations:** contact Linda Lefever, lip3@lehigh.edu or 610-758-5195.
- Contact your department head to determine if there are any financial or other support resources available.

### During the Leave

- Remain in contact with Human Resources to stay informed of the employee's latest anticipated return to work date.
- The employee should maintain regular contact with you to keep you apprised of their leave status.
  - If they indicate to you that they anticipate needing work accommodations or an altered schedule upon their return, notify the Accommodations Specialist in Human Resources as soon as possible.
    - Contact Kelly Woodbridge, kmp415@lehigh.edu or 610-758-3698.
    - Requests for accommodations must be reviewed and approved by Human Resources prior to the employee's return to work.



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### Prior to the Faculty or Staff Member's Return from Leave

- In order for the employee to return to work, a [Healthcare Provider's Release to Return to Work](#) form must be completed and submitted to Human Resources **PRIOR** to their return.
  - **The employee will not be permitted to return to work without this completed document.**
  - If the employee has questions about this form, they should contact Human Resources.
  - If the employee contacts you about returning to work, confirm that they have submitted the Healthcare Provider's Release to Return to Work form to Human Resources.
- If the healthcare provider indicates that the employee may return to work with no restrictions, they may return as scheduled.
- If the healthcare provider indicates that the employee may return to work with restrictions, altered work schedules, etc. a further discussion with Human Resources will be required prior to their return.
  - If you have not already been contacted by Human Resources, contact the HR team to discuss the employee's return.
    - **Accommodations:** Kelly Woodbridge, kmp415@lehigh.edu or 610-758-3698
    - **Faculty:** Caitlin Leidy, crl215@lehigh.edu or 610-758-3839
    - **Staff:** Kimberly Drey, kad610@lehigh.edu or 610-758-3895
  - Participate in any conversations with Human Resources regarding the requested restrictions and/or accommodations in conjunction with the employee's position description.
  - **Remember: the employee may not return to work until they've contacted Human Resources to discuss restrictions/accommodations and have been approved by Human Resources to return to work.**

