

Request for Use of Long Term Sick Benefits

NAME: _____ EMPLOYEE NUMBER: _____

DEPT #: _____ DEPT NAME: _____

Pay Period From: _____ to _____

Please list all days missed.

	SAT	SUN	MON	TUES	WED	THUR	FRI
DATE							
PTO or LTS							
# of hours							
For HR use only							

Total # of hours PTO: _____ Total # of hours of grandfathered LTS: _____

Employee's signature _____ Date _____

During approved FMLA and MLOA absences, employees may choose whether to use PTO accruals or take time unpaid after grandfathered LTS benefits are exhausted. Excluding approved FMLA and MLOA absences, (a) the first two days of absence are deducted from PTO accruals (if available) or unpaid, with the third and following days deducted from grandfathered LTS benefits; and (b) if all grandfathered LTS benefits are exhausted before the absence is over, the remainder of the employee's accrued PTO must be used before taking time off without pay.

Attach doctor's note and send to Human Resources.

Family Medical Leave Act of 1993 (FMLA)

If your absence was due to a serious health condition* you may be eligible for job protection under the FMLA. You must have worked for ARUP for at least one year and have worked at least 1,250 hours in the twelve months prior to your leave of absence. This protection would ensure that you would be free from any discipline, retaliation or change in job benefits or conditions that may occur because of the absence. Otherwise, these may be considered to be short-notice absences.

If you think you qualify for FMLA, please contact the Lincoln Financial at 1-888-244-7535.

* A serious health condition includes inpatient care or continuing treatment by a health-care provider, which includes a period of incapacity of more than three consecutive calendar days and either treatment two or more times by a health-care provider or treatment on at least one occasion by a health-care provider that results in a regimen of continuing treatment.