

# Faculty Guide to Filing Medical Leave of Absence with MetLife

Northwestern's Faculty Medical Leave policy (excerpted from the Faculty Handbook, pgs 476-478)

"Faculty members with benefits eligible, half-time or greater appointments who are unable to work as a result of a medically certified disability [see notes] become eligible for paid sick leave. Such faculty pay... tac2 J (gi)9 (.2 7]6avj -0.03 (e)-3.3 23.37-44.348e)-3.3 ( e)-3w(gi)-2.hs(i)-03 a 0 72 1 Tf7]6av 0 Td (

1. Speak with your physician to determine how much time you will likely need away from work.
2. Contact MetLife at [1-800-396-8876](tel:1-800-396-8876)

- below.
3. I \_\_\_\_\_ or [metlife.com/mybenefits](http://metlife.com/mybenefits) to initiate the leave process. More information on MetLife's role and process is provided

Second, the University is required to report all FMLA usage to the federal government, and MetLife assists in tracking this. Please note that any leave of absence time taken for parental reasons counts as usage of your available FMLA leave, but there will be no interruption in your pay or benefits, since the University's faculty family leaves are always paid leaves.

MetLife will need to contact your physician as part of this process, so please be sure to have the physician's name, phone number, and fax number ready before contacting MetLife. MetLife can be reached at [1-800-396-8876](tel:1-800-396-8876) or online at [metlife.com/mybenefits](http://metlife.com/mybenefits).

## What to expect after speaking with MetLife:

Following your conversation with MetLife, MetLife

After you speak with MetLife to request a medical leave, MetLife will issue you an eligibility letter documenting the amount of leave that you are likely eligible for. However, they may not issue a formal approval letter until your leave actually begins, so you may need to verify the actual leave start date with you once the leave has begun.

It seems like there are a lot of different names for medical leave. Are these all the same thing?

Faculty medical leave can also be called sick leave, extended sick time (EST), term disability (STD). The term FMLA (which stands for the Family Medical Leave Act) is often mentioned in conversations about faculty medical leave, but does not mean the same thing as faculty medical leave. See next question for further information on FMLA.

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## For further questions:

if you have any questions regarding the amount of leave you are eligible for under Northwestern's policy, you can contact your dean's office or faculty affairs office, or the Office of the Provost (Alex Rot, Assistant Provost for Faculty Operations, 847-67-4127, [alex.rot@northwestern.edu](mailto:alex.rot@northwestern.edu))