



## LEAVE OF ABSENCE

### General Explanation

The Hartford administers our Leave of Absence Plan in order to keep your personal medical information private. They are able to determine if you are eligible for a protected leave of absence under Federal and State laws and will communicate this with the Leave Program Administrator. This is an unpaid leave that protects your position while you are unable to work.

Compensation while you are unable to work falls under our OT/OCT and ESB plans while you have available hours in your 'bank'. Continuous leave will be monitored by the Leave Program Administrator. Your Manager/Timekeeper will update your timecard for any reduced schedules and intermittent leave.

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### Do you need a Leave of Absence for your Own Medical Condition?

1. Notify your manager of your need for a Leave of Absence. You are not required to give medical details about your leave to your manager.
2. If possible, 30 days prior to your leave, call [The Hartford at \(877\) 822-3184](tel:877-822-3184) to request a Leave of Absence. Our [Group Number is 677017](tel:677017).
3. Have your provider's fax number ready at the time of your call. The Hartford Analyst will fax the documents required to support your leave request.
4. Leave choices are an intermittent leave, a continuous leave or a reduced schedule leave.
5. You will receive pay during your leave using ESB hours after the 1.5 week waiting period in which OCT/CT hours are used. These hours are available to you as long as you have a positive balance in your 'bank'.

ESB pays out at 60%. Please advise your manager if you wish to supplement with OCT/CT. Example: 40 hours ESB = 24 hours full pay. You can supplement with 16 hours of OCT/CT to receive 100% of regular pay on a weekly basis.

6. Benefit premiums will continue to be deducted from your paycheck. If ESB and/or OCT/CT hours are exhausted, you will be invoiced for the premiums monthly. You must keep current in order to continue coverage. For any voluntary coverage such as auto insurance, you would need to contact them directly to continue payments.



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### Ready to Return to Work?

Once you are cleared to return to work from your own medical condition, please have your provider fax the Return to Work note to Occupational Health at (207) 795-5688. Your note must state in detail any restrictions you have and the duration or not restrictions. This must be received **PRIOR** to your return to work.

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Do you need a Leave of Absence in relation to the COVID-19 Pandemic?

Contact Infection Prevention with notification at (207) 795-2892 for guidance. They will contact your manager if you will be unable to report for your scheduled shifts.

### Scenarios:

1. You are symptomatic: call [The Hartford at \(877\) 822-3184](#) to request a Leave of Absence. Our [Group Number is 677017](#).
2. You've had possible/probable exposure: follow the guidance of Infection Prevention. If you will be out of work longer than a week and cannot work remotely: call [The Hartford at \(877\) 822-3184](#) to request a Leave of Absence. Our [Group Number is 677017](#).
3. You've tested positive:
  - a. If it's been determined that you were exposed at work please work with Occupational Health, as this falls under Workman's Compensation.
  - b. Community Exposure: call [The Hartford at \(877\) 822-3184](#) to request a Leave of Absence. Our [Group Number is 677017](#).

### Compensation:

1. Exposure at work will be compensated under Worker's Compensation. ESB is available immediately.
2. Community Exposure:
  - a. If you are missing work, get tested and test negative: CT/OCT will be utilized.
  - b. If you are missing work, get tested and test positive: 1.5 weeks of CT/OCT, then ESB will be utilized.



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Do you need a Leave of Absence for care of a qualifying family member?

You first must be employed for 12 months to be eligible for FMLA/ME FML and have worked 1,250 hours.

Under FMLA there are certain qualifying relationships that are eligible for an FMLA Leave of Absence.

- Spouse (domestic partner)
- Child
- Adoption
- Parent

If you are not eligible for FMLA leave, a Personal Leave of Absence may be requested. A Personal Leave is a discretionary leave that would require approval from your manager and HR.

Leave choices are an intermittent leave, a continuous leave or a reduced schedule leave.

1. Notify your manager that you will need a Leave of Absence. You are not required to give medical details about your leave to your manager.
2. Call [The Hartford at \(877\) 822-3184](tel:877-822-3184) to request a Leave of Absence. Our [Group Number is 677017](#).
3. Have your family member's provider's fax number ready at the time of your call. The Hartford Analyst will fax the documents required to support your leave request.
4. Time away would be paid using CT or when exhausted Unpaid LOA.

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Do you need a Leave of Absence for Maternity, Paternity or Adoption?

1. Notify your manager of your need for a Leave of Absence. You are not required to give medical details about your leave to your manager.
2. If possible, 30 days prior to your leave, call [The Hartford at \(877\) 822-3184](tel:877-822-3184) to request a Leave of Absence. Our [Group Number is 677017](#).
3. Have your provider's fax number ready at the time of your call. The Hartford Analyst will fax the documents required to support your leave request.
4. Some Providers have new moms to be out of work prior to delivery for a few weeks due to COVID-19. CMHC has agreed to allow you to go out before maternity leave using CT hours. This



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is not requiring you to start your FMLA early – as you want to request that based on your due date.

5. You will receive pay during your leave using ESB hours after the 1.5 week waiting period in which OCT/CT hours are used. These hours are available to you as long as you have a positive balance in your 'bank'.

ESB pays out at 60%. Please advise your manager if you wish you supplement with OCT/CT. Example: 40 hours ESB = 24 hours full pay. You can supplement with 16 hours of OCT/CT to receive 100% of regular pay on a weekly basis.

6. Benefit premiums will continue to be deducted from your paycheck. If ESB and/or OCT/CT hours are exhausted, you will be be invoiced for the premiums monthly. You must keep current in order to continue coverage. For any voluntary coverage such as auto insurance, you would need to contact them directly to continue payments.

### Ready to Return to Work?

Please advise your manager of your Return To Work date. Your manager will notify the Leave Program Administrator so that your system accesses can be re-activated. If you were out of work for Maternity, your Provider must fax a Return to Work Note to Occupational Health at (207) 795-5688 prior to returning.

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### Do you need a Leave of Absence for Military Leave?

1. Notify your manager that you need a Leave of Absence.
  2. Call [The Hartford at \(877\) 822-3184](tel:877-822-3184) to request a Leave of Absence. [Our Group Number is 677017.](#)
  3. Provide The Hartford with requested documentation to support your leave.
  4. Advise your manager and/or Leave Program Administrator if you wish to utilize your available OCT/CT.
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## LEAVE OF ABSENCE: Page 5

Do you need a Leave of Absence for another reason that is not listed above?

A Personal Leave of Absence may be requested. This is a non-protected leave that is discretionary (must be approved by your manager and HR).

1. Notify your manager that you are requesting a Leave of Absence. You are not required to give medical details to your manager.
2. Call [The Hartford at \(877\) 822-3184](tel:877-822-3184) to request a Personal Leave of Absence. [Our Group Number is 677017.](#)

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