

Medical Leave of Absence (MLOA)

Frequently Asked Questions for Craft Professionals



IMPORTANT: A Medical Leave of Absence (“MLOA”) request is for employees who miss **4 or more consecutive days** due to an employee’s own personal medical condition supported by their treating healthcare provider.

All individual medical leave requests are evaluated to determine if they meet Family Medical Leave Act (“FMLA”) qualifications. Medical leaves determined to be FMLA qualifying will be deducted from an employee’s available FMLA leave bank. If an employee’s medical leave request does not meet FMLA qualifications, submitted forms and documentation will be used to reach a determination on their MLOA request.

- If a leave from work is needed due to a family member’s medical condition, then an employee should submit a request for [FMLA](#) instead of MLOA.
- If an employee is not eligible for FMLA or MLOA and needing leave due to a personal circumstance, they should speak with their supervisor to determine potential alternatives.

Question 1: Who is eligible for a MLOA?

MLOA is for any Craft Professional employee that misses 4 or more consecutive days due to their own personal medical condition. Employees are required to provide completed forms from their treating healthcare provider to substantiate medical leave dates to obtain an approved leave and return-to-work.

Question 2: How do I initiate a MLOA?

Submit your MLOA request via eHealthsafe as soon as possible. Requests must be made as soon as you are aware you will be off work at least 4 days for your own personal medical condition (late requests could be denied). Requests can be made up to 30 days prior to MLOA start date. Requests made after returning to work will not be considered.

- Using a Computer: www.up.com, then select “Employees”, then select “More”. In the “Employee Access” section, select “Request Leave” which will take you to the eHealthsafe portal to submit your request.
- Using a Mobile Device: www.up.com, at the top right corner, you will see an icon for “Menu”. Select “Employees”, then you will see the “Employee Access” section. Select “Request Leave” which will take you to the eHealthsafe portal to submit your request.

Question 3: Will the employee get pulled from service due to a MLOA request?

After submitting the MLOA request, it will be reviewed by Leave Management to determine if the employee will be placed in pending leave status on the beginning date provided once your request has been processed.

Question 4: What is required if the start date of the MLOA request needs changed?

If your MLOA start date changes or needs to be adjusted, submit a [TRM ticket](#) and provide updated medical information.

Question 5: What is required to get your MLOA request approved?

To substantiate your need for personal medical leave, submit a completed Certification of Healthcare Provider (Form 16874) to Leave Management. This form must be completed by your treating healthcare provider and submitted within **15 days** of the MLOA request date. You can upload Form 16874 to your leave request case via eHealthsafe (see directions at the bottom of this FAQ) OR by fax using the barcode coversheet to 402-501-0067.

- If your medical leave request is greater than 30 days, you must submit a completed Certification of Healthcare Provider (Form 16874).

If your medical leave request is for 30 days or less you have the option to submit a fully completed Return-to-Work Medical Status Form (Form 1600) to substantiate your need for leave request in lieu of the Certification of Healthcare Provider (Form 16874) **as soon as your treating health care provider clears you to return to work**. Submitting this form will help expedite your leave determination and return-to-work. It will be utilized to substantiate both your leave and support your safe return to work.

Question 6: Is the Certification of Healthcare Provider (form 16874) only for FMLA?

No, this form is used for both MLOA and FMLA.

Question 7: How do I provide documentation to Leave Management for my MLOA?

Employees can fax information, using the barcode coversheet, to 402-501-0067. Employees can also upload a PDF document directly to their MLOA case via eHealthsafe “My Status Update / Submit Medical Documents”.

Question 8: How do I request extension for my MLOA?

If your MLOA is approved to a specific date and you need an extension, your medical provider needs to complete a new Certification of Healthcare Provider (form 16874). Your treating healthcare provider can also amend the existing form if it has been less than 90 days since it was initially signed by the provider. If your MLOA is for less than 30 days, then you can provide an updated Return-To-Work Medical Status Form (Form 1600). This form can be sent to Leave Management via fax (using the existing bar code coversheet) OR updated directly to your MLOA case.

Question 9: Can I check my MLOA case status online?

Yes, you are able to check your MLOA case status via eHealthsafe. On the righthand side of the eHealthsafe portal, you can select “My Status Update / Submit Medical Documents”. You can also view any letters issued by Leave Management regarding your MLOA by selecting “Messages / Attachments”.

Question 10: How do I return to work from MLOA?

To assist with your return-to-work regardless of length and condition, please submit a fully completed Return-to-Work Medical Status Form (Form 1600) to Clinical Services **as soon as your treating healthcare provider clears you to return to work**. You can email this form to medicalrtw@up.com OR fax this form to Clinical Services at (402) 233-2081. Failure to provide a fully completed Form 1600 within 24 hours of your return-to-work clearance date may result in unexcused absences and be subject to the attendance policy and discipline process. Failure to provide a fully completed Form 1600 may delay your return-to-work clearance.

Question 11: Is the MLOA process and Return-To-Work process separate processes?

Yes, it's important to understand that the MLOA process and Return to Work process are two different processes. Leave Management is responsible for handling your MLOA request. Clinical Services is responsible for handling your return to work. It is possible to be cleared to return to work but not have your MLOA request approved because they are two separate processes and each require their own set of documentation.

Question 12: Can the MLOA be back dated prior to the date of request?

Yes, as long as the employee is still unable to work due to their medical condition and medical documentation supports. If the employee returns to work prior to requesting MLOA then the MLOA can't be backdated and the absence will be considered unexcused. Unexcused absences will be subject to the attendance policy and discipline process.

Question 13: Can the MLOA be requested retroactive?

No, MLOAs must be requested during the medical leave. If the employee returned to work and later makes a request for an MLOA, this request will be denied as not eligible. Any absences associated with this denied request will be considered an unexcused absence. Unexcused absences will be subject to the attendance policy and discipline process.

Question 14: Does FMLA bank get deducted for my MLOA?

All MLOA requests are evaluated to determine if they meet FMLA qualifications. MLOA requests that are determined to be FMLA qualifying will be deducted from an employee's available FMLA leave bank.

Question 15: What happens if I need time off for my own medical condition that is less than 4 consecutive days?

Employees should use other layoff options such as paid sick, vacation, personal, or any other options that might be available in accordance with their applicable CBA.

Question 16: What does it mean if my MLOA is revoked?

Revokes means documentation was not provided to support the MLOA request. Any absences associated with a revoked MLOA will be considered an unexcused absence. Unexcused absences will be subject to the attendance policy and discipline process.

Question 17: What does it mean if my MLOA is denied?

Denied means the documentation provided did not satisfy the minimum requirements to have the MLOA approved. Any absences associated with a denied MLOA will be considered an unexcused absence. Unexcused absences will be subject to the attendance policy and discipline process.

Question 18: What if my MLOA is revoked or denied and I have not been cleared to return to work?

You will be placed into an excessive leave status which is considered unexcused. Any absences associated with a revoked or denied MLOA will be considered an unexcused absence. Unexcused absences will be subject to the attendance policy and discipline process.

Question 19: What if I return to work and my MLOA is revoked or denied?

If your MLOA is denied or revoked, and the employee is returned to work, the MLOA case is closed with no ability to reopen the case. Any absences associated with a revoked MLOA will be considered an unexcused absence. Unexcused absences will be subject to the attendance policy and discipline process.

Question 20: Is a MLOA compensated leave?

MLOA is an uncompensated leave of absence.

Question 21: Can I receive vacation pay or other compensated leave while on MLOA?

Vacation or other compensated leave requests should be requested in-lieu by creating a separate TRM Ticket to timekeeping/payroll. The dates of the MLOA is determined based on medical documentation. The start of MLOA is not delayed to accommodate vacation requests.

Question 22: What if I have an On Duty Injury (ODI), do I still need to request MLOA?

Yes. Additionally, ODI needs to be properly reported to your supervisor as soon as possible to ensure the reporting process is done correctly. ODI cases are treated just like any other MLOA from a Leave Management perspective and you are required to initiate the MLOA process if your absence will be 4 or more consecutive days. You are required to provide the required a completed Certification of Healthcare Provider (Form 16874) to support your time away from work due to your ODI. ODI cases, like a MLOA, will be evaluated to determine if they meet FMLA qualifications. Requests that are determined to be FMLA qualifying will be deducted from an employee's available FMLA leave bank.

Helpful Links and How To's:

- [Medical Leave of Absence](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Health & Medical Services \(Clinical Services\)](#)
- [How to print MLOA/FMLA documents](#)
- [How to upload documents to support your MLOA request](#)
- [How verify if documentation was received to support your MLOA request](#)
- [How to check the status of your MLOA request](#)

Have a MLOA question? Submit a [TRM ticket](#) to Leave Management