



City of Pittsburgh
Leave of Absence Request Instruction Sheet

Dear Employee:

Enclosed you will find all of the necessary forms to request a leave of absence. This packet contains the following:

- ✓ Family and Medical Leave Policy
- ✓ Leave of Absence Request Form
- ✓ Certification of Health Care Provider
- ✓ Short-term Disability Application
- ✓ Workers' Compensation Claim Instructions
- ✓ EAP Brochure

A leave of absence may be available to you under the provisions of the Family and Medical Leave Act (FMLA), the terms of your bargaining agreement, the Pittsburgh Code, or a combination of the three. Regardless of the authority under which your particular leave may fall, you will be required to complete some combination of the enclosed forms.

Most leaves of absence are covered under the provisions of the FMLA. If you are eligible and qualified for leave under the terms of the FMLA, you will be entitled to up to twelve (12) weeks of paid/unpaid leave with job and benefit protection. An explanation of qualifying reasons for leave and the definition of an "eligible employee", as well as other important information, is provided in the enclosed Family and Medical Leave Policy. If you are not an "eligible employee" as defined by the FMLA, or your particular circumstances fail to qualify you for leave under terms of the FMLA, your leave may be covered by your bargaining agreement or the Pittsburgh Code. **In all cases, employees must (1) notify their Department Directors of their need for leave, (2) obtain all necessary forms from the department timekeeper, (3) and submit the Leave of Absence Request and the Certification of Health Care Provider form, if necessary, to the City's Absence Manager.**

If you are applying for leave under the FMLA, your bargaining agreement, or the Pittsburgh Code, due to your own serious health condition, or for leave under the FMLA to care for an immediate family member with a serious health condition, you must have the appropriate physician complete the enclosed Certification of Health Care Provider. If your need for leave is foreseeable, your Request and completed Certification must be provided at least thirty (30) days prior to your requested leave. If your need for leave is not foreseeable, your Leave of Absence Request must be received immediately.

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Thereafter, you will have fifteen (15) days from the date of your request to provide the supporting medical documentation.

If you are requesting leave under the FMLA for a newborn child, or for the placement in your home of a child for adoption or foster placement, you will need to provide the City with documentation evidencing the birth or placement of a child in addition to your completed Leave of Absence Request.

All completed Requests must be returned to the Department of Personnel and Civil Service Commission and should be addressed to the attention of the Absence Manager, 431 City County Building, 414 Grant Street, Pittsburgh, Pennsylvania 15219. Before submitting your Request, please ensure your Department Timekeeper has completed Section I of your Request and attached the requested time cards. Once the City has received your **completed** Request for Leave of Absence form, it will be reviewed and a decision forwarded to you.

In addition to the FMLA materials, your packet also contains information on filing a claim for Workers' Compensation with the UPMC WorkPartners and an application for disability benefits. If you wish to apply for disability benefits, your completed application should be addressed to the attention of the Employee Leaves Program Coordinator, Benefits Office, Room 431 City-County Building, 414 Grant Street, Pittsburgh, PA 15219.

If you should have any questions regarding the Request for Leave of Absence Request, or the appropriate supporting documentation, you may contact:

Employee Leaves Program Coordinator
Department of Personnel and Civil Service Commission
431 City-County Building
414 Grant Street
Pittsburgh, PA 15219
(412) 255-2713