

Know Before You Go: Staff Leaves

2026 Bridging Benefits Educational Series

Presented by the Benefits Department

4/30/2026 Noon – 1 p.m.

The information presented in these presentations is intended solely for general educational and informational purposes and provides an overview and discussion of university benefit plans and related policies. It does not replace or override any official plan documents, University policies, established procedures, or contracts with insurance carriers. In all instances, the terms and provisions contained in the official plan documents, University policies, and applicable contracts govern and supersede the information provided in these presentations. The benefit plans are based on current federal and state laws and are regulated by those laws. If there is any conflict between the information provided in these presentations and the official plan documents or contracts, the official plan documents and contracts will control. Benefits may be modified as required by changes in applicable laws, or they may be modified or terminated as deemed necessary or appropriate by the University. Any such modifications or terminations will be communicated in writing when appropriate. No one speaking on behalf of the plans, or purporting to do so, has the authority to modify the terms of the plans in any way. The plan documents govern in all cases.

Employees who are members of a collective bargaining unit should refer to their collective bargaining agreements for specific guidance regarding their benefits, as those agreements may include provisions that differ from or take precedence over the information discussed in these presentations.

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[Submit a question or comment](#)

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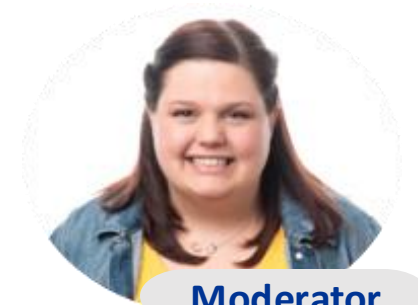
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Agenda

- 1 Welcome & Introductions
- 2 Leave Program Overview
- 3 Employee Roles & Responsibilities
- 4 Returning to Work
- 5 Filing FMLA, STD & LTD with MetLife
- 6 Q&A
- 7 Wrap Up



Leave Program Overview

Types, Eligibility, What Each Provides, Pay

Staff Leave Types at Pitt

 = Leave Administered by the Benefits Department



Federal Law – Job Protection

FMLA

12 weeks unpaid, job-protected leave for own serious health condition or care of a family member



Income Protection

Short-Term Disability (STD)

Up to 60% income replacement (up to \$1,500/wk., after 30-day elimination period*), up to 26 weeks



Income Protection

Long-Term Disability (LTD)

Up to 60% income replacement (up to \$20K/mo.) after 6 months total disability



University Policy

Paid Parental Leave

Up to 4 weeks (20 days) paid leave for birth, adoption, or foster care placement. Pro-rated for part-time staff.



PTO or Unpaid

Personal Leave

Up to 6 months; it can be paid if using PTO, otherwise unpaid



University Policy

Bereavement Leave

May provide up to 5 days of paid time off depending on the scenario and relationship to the employee.

**See Bereavement slide for more details.*



Federal Law

Military Leave

Job protection and re-employment rights per federal/state law



FMLA Coordinated

Caregiver/Qualifying Reason Leave

Up to 26 weeks for care of injured service member; 12 weeks for qualifying exigency



**Individuals covered under a collective bargaining agreement should refer to their CBA for applicable policies and procedures.*

Continuous vs Intermittent Leave

Continuous Leave

- ✓ Continuously absent for a defined period of time
- ✓ *Example: 6-week post-surgery recovery*
- ✓ Must be certified by a healthcare provider
- ✓ Give 30 days' notice when foreseeable; otherwise notify ASAP
- ✓ File with MetLife on or before leave start date
- ✓ STD: after 30-day elimination period*; LTD: begins after 6 months of disability

Intermittent Leave

- ✓ Leave taken in separate, non-consecutive periods
- ✓ *Example: weekly chemotherapy treatments or chronic condition flare-ups*
- ✓ Must be medically necessary — certified by provider
- ✓ Give 30 days' notice when foreseeable; otherwise notify ASAP
- ✓ Report each absence to both MetLife AND your supervisor/department
- ✓ STD & LTD do NOT apply to intermittent leave

**Individuals covered under a collective bargaining agreement should refer to their CBA for applicable policies and procedures*

University Policy - Requesting Medical Leave

University Policy: If you have been absent using sick time for more than three consecutive workdays or have a foreseeable need for leave within 30 days you must apply for FMLA.

Two Steps to Request Leave

1 Step 1: Notify Your Department

- Inform your **immediate supervisor** or **department administrator**
- Provide as much **advance notice** as possible



2 Step 2: File with MetLife

- Call MetLife at **1-888-777-7418**
- Or go to **my.pitt.edu** → Search “MetLife **MyBenefits**” and click the task link



Remember: Both steps are required. Notifying your department alone does not initiate your FMLA claim — you must also file directly with MetLife to receive job protection and any applicable benefits (such as STD or LTD payments if eligible).



Family Medical Leave Act (FMLA)

Administered by MetLife

FMLA – Own Serious Health Condition

Own Serious Health Condition leave allows staff to take job-protected time off when they are unable to perform their duties due to a serious health condition requiring ongoing medical treatment or inpatient care.



What It Provides

- Up to 12 weeks of job-protected leave
- May be taken continuously or intermittently
- May be Paid or Unpaid through use of Sick time and optional vacation or personal time



Eligibility

- Must have worked at least 1 year (12 months)
- Must have worked 1,250 hours in the last 12 months
- Time as a temporary employee does count toward FMLA eligibility



Leave Entitlement

- Examples include:
- Surgery & recovery
 - Cancer treatment
 - Chronic conditions
 - Mental health conditions
 - Pregnancy-related incapacity

Important: Staff must file a claim with MetLife to request FMLA for their own serious health condition. **Medical documentation from your healthcare provider will be required.** If the claim is denied, speak with your department to discuss whether a personal leave agreement may be appropriate.



FMLA – Serious Health Condition of a Family Member

Serious Health Condition of a Family Member leave allows staff to take job-protected time off to care for a spouse, child, or parent with a serious health condition requiring ongoing medical treatment or inpatient care.



What It Provides

- Up to 12 weeks of job-protected leave
- May be taken continuously or intermittently
- May be Paid or Unpaid through use of Sick time and optional vacation or personal time



Eligibility

- Must have worked at least 1 year (12 months)
- Must have worked 1,250 hours in the last 12 months
- Time as a temporary employee does count toward FMLA eligibility



Leave Entitlement

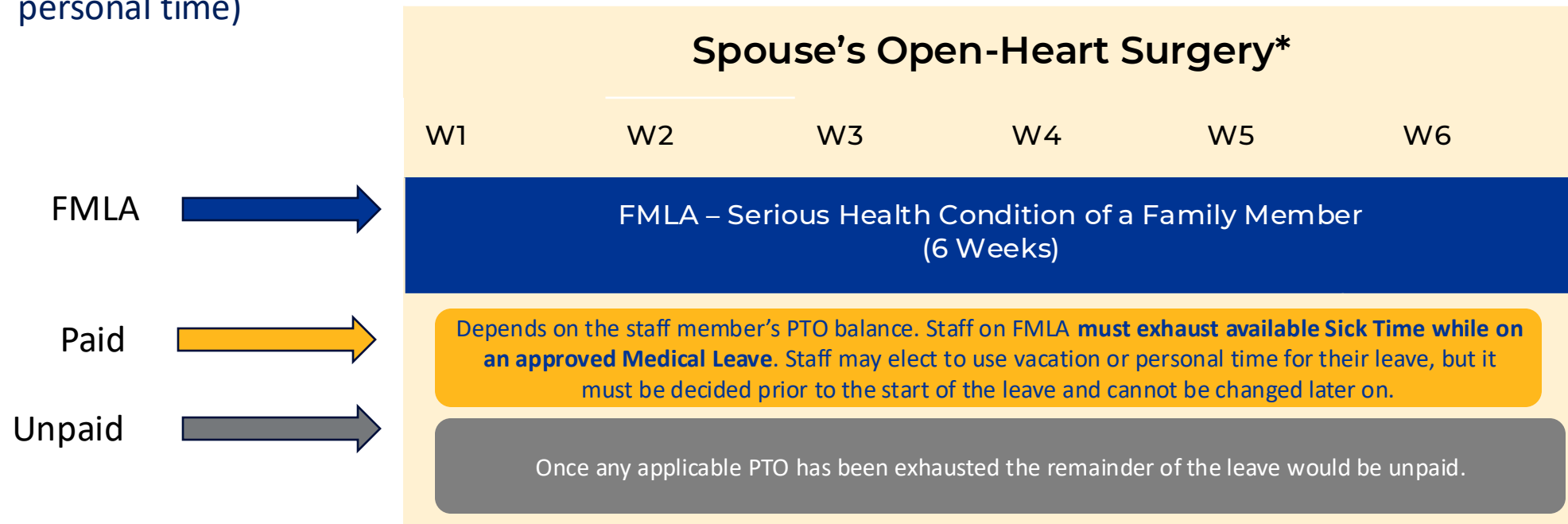
- Care for a family member with:
- Surgery & recovery
 - Cancer treatment
 - Chronic or terminal illness
 - Inpatient hospital care

Important: Staff must file a claim with MetLife to request FMLA to care for a family member's serious health condition. **Medical documentation from the family member's healthcare provider will be required.** Covered family members include spouse, child, or parent.



Leave Pay Structure – FMLA Care of a Family Member

- **Situation:** Employee's spouse is scheduled for open-heart surgery and will need a caregiver during recovery.
- **FMLA Claim:** Approved for 6 weeks total
- **Total Leave:** 6 Weeks Unpaid Leave (but you may offset by using accrued sick time and optional vacation or personal time)



**Note this example is for illustration purposes only and is not an exact example of the time off that would be approved for this medical reason.*

Short-Term Disability (STD)

Administered by MetLife

Short-Term Disability (STD)

DISABILITY

Short-Term Disability (STD) provides partial income replacement for your own health condition—60% of weekly salary up to \$1,500/week. Provided at no cost, runs concurrently with FMLA, with a 30-day elimination period and up to 26 weeks of benefits.



Eligibility

- Regular FT and PT staff at 50%+ effort
- 6 months of employment completed
- Temp time does not count toward eligibility



Benefit Details

- 60% of weekly salary, max \$1,500/week
- 30* calendar-day elimination period
- Benefits continue for up to 26 weeks total
- Must exhaust accrued sick time first under FMLA



Key Reminders

- Only for your own health condition (not family care)
- Only applies to continuous leave, not intermittent
- Use accrued sick, then vacation/personal (optional) during elimination period

**Individuals covered under a collective bargaining agreement should refer to their CBA for applicable policies and procedures.*



Long-Term Disability (LTD)

Administered by MetLife

Long-Term Disability (LTD)

DISABILITY

Long Term Disability (LTD) provides partial income replacement and continuation of certain University benefits in the event eligible staff or faculty become “disabled.”



Coverage & Eligibility

- University-provided benefit
- Eligible after 6 months from the date of disability
- Earlier date possible with Certificate of Previous Coverage from a prior employer



Benefit Details

- Benefits begin 1st of month after 6 months from the date of disability
- Monthly income = 60% of covered monthly salary up to the plan maximum
- Plan maximum: \$20,000/month



Leave Entitlement

- Duration follows a benefits schedule tied to age at disability

Examples:

- Chronic illness preventing work
- Serious injury requiring extended recovery
- Mental health condition requiring ongoing treatment

Important: LTD does not necessarily mean total and permanent disability. Benefits are paid consistent with a duration schedule monitored for compliance with age discrimination regulations. Refer to the **Long-Term Disability Guide** on hr.pitt.edu for full details.



Long-Term Disability (LTD)

DISABILITY

What happens to your pay and benefits while on LTD?

Pay While on LTD

- Paychecks come from **MetLife**, not from Pitt
- Benefits begin after 6 months of total disability
- You will **no longer receive** a paycheck from the University



Benefits Administration

- Benefits transition from **Pittworx** to **UPMC Benefit Management Services (BMS)**
- UPMC BMS will manage your health, dental, vision, and life insurance benefits
- You will receive separate billing for your benefit premiums
- Contact UPMC BMS directly for any benefits questions while on LTD

Important: During LTD, your pay and benefits administration shift entirely away from the University. MetLife handles your disability payments, and UPMC Benefit Management Services administers your benefits — not Pitt.



Paid Parental Leave

Administered by Pitt

Paid Parental Leave (PPL)

Provides up to 4 consecutive weeks (20 days) of paid leave for birth, adoption, or foster care placement. This is a **timecard designation**, not a separate leave filed through MetLife • Must be taken consecutively (no intermittent use)



Eligibility

- At least 6 months in a benefits-eligible position
- Must be at least 50% effort (FT or PT regular staff)
- Both parents eligible separately if both work at Pitt

Timing & Usage

- Birthing parents: use at start of medical leave
- Non-birthing/adoption/foster: must be taken within 12 months of event
- **Must be consecutive weeks — no intermittent use**
- PT staff prorated by effort (e.g., 60% = 12 days)



Key Details

- Twins/multiples do NOT increase leave entitlement
- Holidays during leave do not extend the 20 days
- After PPL, must exhaust sick time before STD begins

Note: The Sick Day Bank cannot be used if eligible for Paid Parental Leave.



How It Works

- **PPL is a timecard designation**, not a MetLife claim
- Record first 20 days as "Parental Leave" on timecard
- Benefits Dept reviews and confirms eligibility
- Still file FMLA/STD with MetLife (runs concurrently)

| |
|------------------|
| ↑ Hours Type * |
| Parental |
| E-Parental Leave |

Important Considerations

- Two Parts to Parental Leave:
 - FMLA - Medical
 - FMLA - Child Bonding
- How timecards should be coded:
 - Paid Parental Leave
 - Sick Time must be exhausted
 - Vacation or Personal (optional)*
 - Unpaid or STD (if eligible)

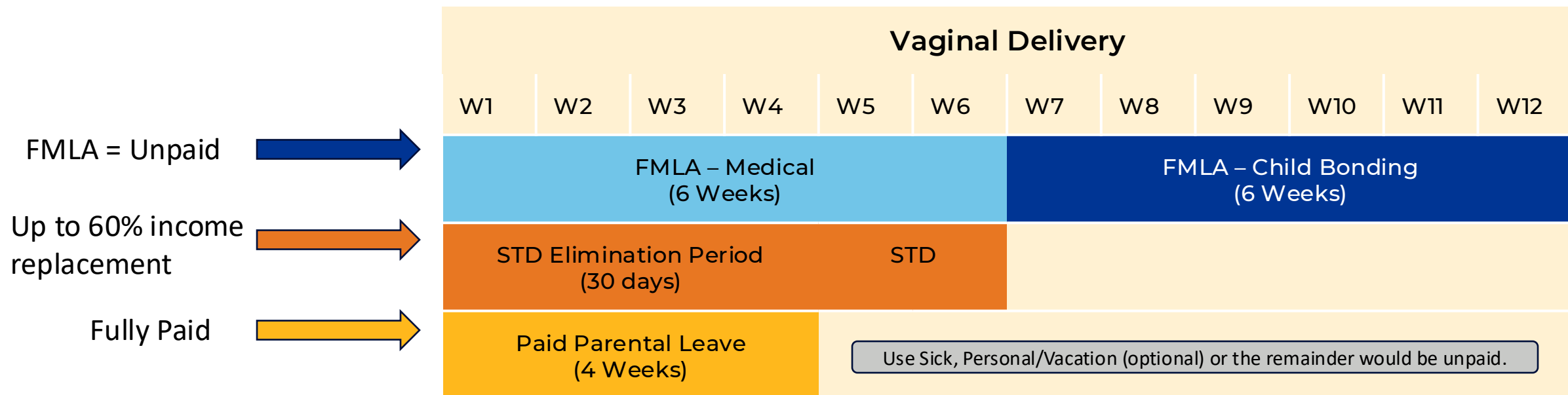


**If using optional vacation or personal time this must be decided prior to the start of the leave, it cannot be changed later on.*

Leave Pay Structure - Birthing Parent

Vaginal Delivery

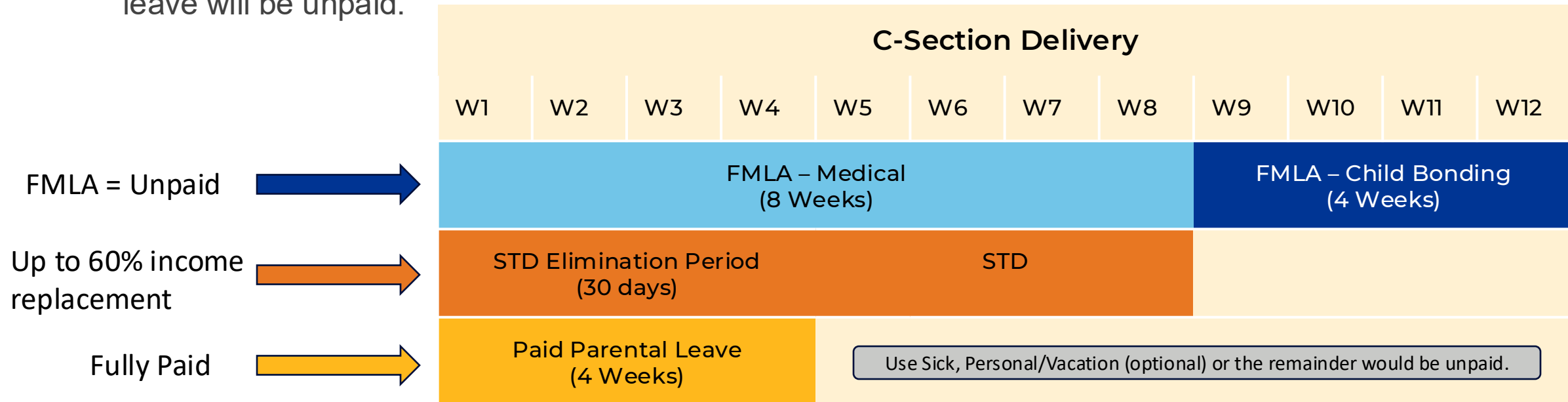
- After four weeks of paid parental leave, all sick time must be exhausted. Once sick time is exhausted, vacation or personal time may be used at the employee's discretion, or Short-Term Disability benefits may apply, and the leave will be paid accordingly. After all paid time off has been used, any remaining leave will be unpaid.



Leave Pay Structure - Birthing Parent

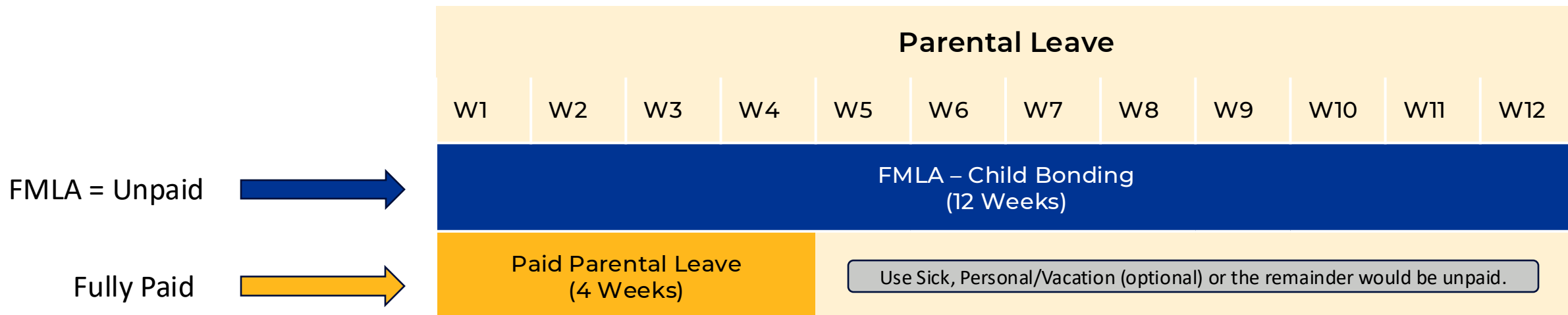
Cesarean Delivery (C-Section)

- After four weeks of paid parental leave, all sick time must be exhausted. Once sick time is exhausted, vacation or personal time may be used at the employee's discretion, or Short-Term Disability benefits may apply, and the leave will be paid accordingly. After all paid time off has been used, any remaining leave will be unpaid.



Leave Pay Structure - Non-Birthing Parent

- Child bonding is the leave granted for non-birthing parents and foster/adoption placement for up to 12 weeks
- It can be taken at any point within the first year of the new child's life or adoption or foster placement, but must be taken continuously (i.e. not intermittently)



Personal Leaves

Medical Personal Leave

Non-Medical Personal Leave

Personal Leave

Start with Your Department

- Submit your personal leave request through your department following internal procedures.

Departmental Approval

- If approved, your supervisor will contact the Benefits Leave Analysts.

Timecard Entry Guidelines

- **Unpaid Leave:** No timecard entry required.
- **Paid or Partially Paid Leave:** Enter any accrued time being used—vacation, sick, or personal.



PERSONAL LEAVE

Medical Personal Leave

Medical Personal Leave is for a staff member's own medical condition or to care for a family member, when FMLA and/or STD do not apply.



Overview

- Can be for your own or a family member's serious health condition not covered by FMLA/STD
- Provides leave for up to 6 months for health reasons if approved



Impact on Benefits

- While paid, insurance and deductions continue unchanged
- If the leave goes unpaid, you may receive an invoice from UPMC Benefit Management Services (BMS) to pay for insurance premiums



How to Request

- Reach out to your departmental administrator
- Administrator consults Benefits Analysts
- If granted, you will be notified of approval

Examples: Not yet eligible for FMLA due to insufficient service time (e.g., FMLA leave needs before the 12-month requirement) • Caring for a sick family member whose condition does not meet FMLA criteria • Recovering from a medical procedure or condition beyond the approved FMLA/STD period



Non-Medical Personal Leave

Personal Leave

Non-Medical Personal Leave is for personal or family reasons **unrelated to a medical condition**. Up to 6 months; paid or unpaid depending on PTO accruals.



Overview

- For personal matters, family obligations, non-medical needs
- Available to full-time and part-time regular staff
- Must be requested and approved by supervisor in advance



Impact on Benefits

- While paid, insurance and deductions continue unchanged
- If the leave goes unpaid, you may receive an invoice from UPMC Benefit Management Services (BMS) to pay for insurance premiums (if enrolled)



How to Request

- Reach out to your departmental administrator
- Administrator consults Benefits Analysts
- If granted, you will be notified of approval

Examples: Traveling out of the country for an extended period • Taking an extended vacation beyond available PTO • Time off due to a family relocation
• Managing a significant personal or family emergency (e.g., house fire)



Other Leaves

Bereavement Leave

Military (Qualifying Reason & Caregiver Leaves)

Bereavement Leave

Paid leave for the death of an eligible family member • **5 days** eligible immediate family • **1 day** extended eligible family
 Funeral related leave must be taken within 7 calendar days of the death



Full-Time Staff

- 5 paid days for death of spouse, domestic partner, child, stepchild, son-in-law, daughter-in-law, parent, stepparent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, or parent of registered domestic partner.
- 5 paid days for miscarriage or stillbirth
- 1 paid day for aunt, uncle, niece, nephew, cousin, brother-in-law or sister-in-law, or sister or brother of a registered domestic partner.



Part-Time Staff

- Bereavement leave prorated to percent of effort
 - e.g., a 50% effort staff member receives 2½ days for a spouse’s death
- Same family member categories as full-time
- Days must be taken within 7 calendar days of death



Timing Requirements

- Funeral-related leave: within 7 calendar days of death
- Remaining days for settling family issues may be taken later



Reporting

- Report as **E-Bereavement** on your timecard
 - (see example →)

| |
|----------------------|
| Hours Type * |
| bereavement ▼ |
| E-Bereavement |

Military, Qualifying Reason & Caregiver Leave

USERRA/NDAA protections • Qualifying Reason: **Up to 12 weeks** • Caregiver: **Up to 26 weeks**
Job-protected • Health coverage maintained • Standard FMLA eligibility applies



USERRA Protections

- University grants military leave under federal/state law
- Staff on active duty or training receive leave
- Re-employment rights upon return from service
- Contact the Benefits Department for details



Qualifying Reason Leave (NDAA)

- Coordinated with FMLA
- Up to 12 weeks unpaid leave when family on active duty or notified of an impending call to active duty
- Spouse, child, or parent on or called to duty



Caregiver Leave (NDAA)

- Coordinated with FMLA
- Up to 26 weeks unpaid in a 12-month period
- Care for service member with serious injury/illness
- Available to spouse, child, parent, or next of kin



Protections & Contact

- Health coverage maintained during leave
- Restoration to same or equivalent position
- Caregiver Leave & Qualifying Exigency are coordinated with FMLA leave entitlement. Military leave does not coordinate with FMLA.
- Contact HR Benefits: By [submitting an inquiry online](#)

Pay While on Leave

Holiday & Recess Pay

Timecards

Time Off Order

Accruals

Voluntary Sick Time Donation Bank (VSTDB)

Pay While on Leave – Medical Leaves

| Leave Type | Paid or Unpaid? | Paychecks From | Key Notes |
|--|--|---|---|
| Medical Leave (FMLA) <i>Own Serious Health Condition</i> | DEPENDS Paid: using sick / vacation / personal time Unpaid: PTO exhausted | University of Pittsburgh <i>(if applicable)</i> | Must exhaust sick time. Vacation or personal time optional (decide before leave starts). |
| Medical Leave (FMLA) <i>Family Member Serious Health Condition</i> | DEPENDS Paid: using sick / vacation / personal time Unpaid: PTO exhausted | University of Pittsburgh <i>(if applicable)</i> | Must exhaust sick time. Vacation or personal time optional (decide before leave starts). |
| Paid Parental Leave (PPL) | PAID 100% base salary — up to 4 weeks (pro-rated for part-time staff) | University of Pittsburgh | Concurrent with FMLA / STD. |
| Short Term Disability (STD) <i>Partial Income Replacement</i> | PAID 60% of salary, up to \$1,500 / week | University of Pittsburgh | Begins after 30-day elimination period and sick time exhausted; runs concurrently with FMLA. <i>Employees under a CBA: refer to CBA for specifics.</i> |
| Long Term Disability (LTD) <i>Partial Income Replacement</i> | PAID 60% of salary, up to \$20,000 / month | MetLife | Starts after 6 months of disability |



Pay While on Leave – Personal & Other Leaves

| Leave Type | Paid or Unpaid? | Paychecks From | Key Notes |
|---|---|---|---|
| Medical Personal Leave | <p>DEPENDS</p> <p>Paid: using sick / vacation / personal time Unpaid: PTO exhausted</p> | <p>University of Pittsburgh <i>(if applicable)</i></p> | <p>For medical situations not covered by FMLA. Sick time may be used; vacation/personal optional.</p> |
| Non-Medical Personal Leave | <p>DEPENDS</p> <p>Paid: using vacation / personal time Unpaid: PTO exhausted</p> | <p>University of Pittsburgh <i>(if applicable)</i></p> | <p>For personal reasons unrelated to medical needs. Sick time cannot be used.</p> |
| Bereavement Leave | <p>PAID</p> <p>Up to 5 days for immediate family 1 day for extended family (pro-rated for part-time staff)</p> | <p>University of Pittsburgh</p> | <p>Funeral-related leave must be taken within 7 days of death.</p> |
| Military / Caregiver / Qualifying Reason Leave | <p>DEPENDS</p> <p>Varies per law / policy</p> | <p>University of Pittsburgh</p> | <p>Full re-employment rights. Contact the Benefits Department for details.</p> |



Holiday & Recess Pay – 2026 Examples

MEDICAL LEAVE

*In order to get paid for the holiday/recess, an employee must be paid the day before and the day after

| Scenario | Thanksgiving 2026 (Nov 26 - 27) | Winter Recess 2026 (Dec 24 – Jan 2) | Benefits Impact |
|------------------------|------------------------------------|--|--|
| On Paid Leave* | Holiday pay applies | Recess pay applies | Normal payroll deductions |
| On Unpaid Leave | No holiday pay | No recess pay | Employee invoiced for premiums via direct bill from UPMC Benefit Management Services (BMS) |
| On Intermittent Leave* | Holiday pay applies | Recess pay applies | Normal payroll deductions |

Timecards

Questions on timecards can be directed to HR Client Services:
[Contact OHR](#)

Paid Leave

- **Submit timecards as usual**
- Document the sick, vacation, personal, or PPL time used to cover your leave
- Coordinate with your supervisor — they may submit on your behalf

Unpaid Leave

- **No timecard required**
- Pitt Worx timecard access is locked while on unpaid leave
- Access is restored after your department submits return-to-work paperwork

Disability (STD / LTD)

- **No timecard submission needed**
- No action required while on STD or LTD
- Pay is handled through partial-income replacement (Pitt for STD, MetLife for LTD)

Before your leave begins: Talk with your supervisor to confirm whether you'll submit your own timecards or they'll submit on your behalf.

Time-Off Order – Paid Parental Leave

| Hours Type * |
|----------------------|
| E-Parental Leave |
| E-FMLA Sick Time |
| E-FMLA Vacation |
| E-FMLA Personal Time |

- The order of time-off usage is as follows:



The 4 Weeks of Paid Parental Leave is required to be used first (if eligible). Pro-rated for part-time staff.

- Use: **E – Parental Leave**

Next, Sick Time is required to be exhausted.

- Use: **E-FMLA Sick**

Once Sick Time is exhausted, the employee has the option to use Vacation or Personal.

You must decide whether you would like to use vacation or personal time at the start of your leave. This cannot be changed retroactively.

- Use: **E-FMLA Vacation** or
- Use: **E-FMLA Personal Time**

If you qualify for STD, STD payments will kick in (no time-cards required) after the 30-day* elimination period and once all Sick time has been exhausted. If you exhaust your time off and are not eligible for STD, the remainder of your leave would be unpaid.

**Individuals covered under a collective bargaining agreement should refer to their CBA for applicable policies and procedures.*

Time-Off Order – Medical Leave

| Hours Type * |
|----------------------|
| E-FMLA Sick Time |
| E-FMLA Vacation |
| E-FMLA Personal Time |

- The order of time-off usage is as follows:



Sick Time is required to be exhausted.

- Use: **E-FMLA Sick**

Once Sick Time is exhausted, the employee has the option to use Vacation or Personal.

You must decide whether you would like to use vacation or personal time at the start of your leave. This cannot be changed retroactively.

- Use: **E-FMLA Vacation** or
- Use: **E-FMLA Personal Time**

If you qualify for STD, STD payments will kick in (no time-cards required) after the 30-day* elimination period and once all Sick time has been exhausted. If you exhaust your time off and are not eligible for STD, the remainder of your leave would be unpaid.

**Individuals covered under a collective bargaining agreement should refer to their CBA for applicable policies and procedures.*

Time-Off Order – Personal Leaves

Hours Type *

E- Sick Time

E- Vacation

E- Personal Time

- The order of time-off usage is as follows:

Medical Personal Leaves (Not Eligible for FMLA)

Sick Time

Sick Time is required to be used first.

- Use: **E- Sick**

Optional: Vacation or Personal

Once Sick Time is exhausted, the employee has the option to use Vacation or Personal.

You must decide whether you would like to use vacation or personal time at the start of your leave. This cannot be changed retroactively.

- Use: **E- Vacation** or
- Use: **E- Personal Time**

Non-Medical Personal Leaves

Optional: Vacation or Personal

The employee has the option to use Vacation or Personal.

You must decide whether you would like to use vacation or personal time at the start of your leave. This cannot be changed retroactively.

- Use: **E- Vacation** or
- Use: **E- Personal Time**

Accruals

Questions on time off balances and accruals can be directed to HR Client Services: [Contact OHR](#)

- You do not accrue sick or vacation time while on leave.
- If your leave begins or ends on any day other than the first of the month, Pitt Worx will calculate a partial accrual for those months based on the number of days worked.



Additional Information on Time Off can be found at: <https://www.hr.pitt.edu/current-employees/benefits/time-off>

Voluntary Sick Time Donation Bank (VSTDB)

What is the Voluntary Sick Time Donation Bank?

A program that lets staff voluntarily donate sick time to a shared bank, which colleagues on an approved continuous medical leave can draw from once their own sick time runs out.



Cannot be used if on Paid Parental Leave

Not available while receiving Paid Parental Leave.



Available below 10 sick days

Only for medical leaves when fewer than 10 sick days remain.



Union employees: check your CBA

Refer to your Collective Bargaining Agreement for sick-time eligibility.



Full policy details: [Staff Handbook](#) →

Why Medical Leave Filing Matters

The protections you gain – and the risks of not filing

Why Applying for a Leave is Important

- 1. University Policy:** Under University policy if you are out more than 3 consecutive business days.
- 2. Job Protection:** FMLA ensures your job (or an equivalent one) is waiting for you when you return.
- 3. Health Benefits Continuation:** Your employer must continue your group health insurance during your approved leave.
- 4. Coordination with Other Benefits:** Filing for FMLA helps coordinate with Paid Parental Leave, Short-Term Disability, and other benefits.



Roles & Responsibilities

What you are responsible for – and what your department handles

Employee vs Department Responsibilities

Employee (You)

- ✓ Notify your supervisor or department administrator as early as possible
- ✓ Provide 30 days advance notice if leave is foreseeable
- ✓ File your FMLA/STD/LTD claim directly with MetLife (1-888-777-7418)
- ✓ Complete and return all MetLife certification forms
- ✓ Report intermittent absences to both MetLife AND your supervisor
- ✓ Continue paying benefit premiums if on unpaid leave (via UPMC BMS)
- ✓ If you need to extend your leave, please reach out to MetLife.
- ✓ Provide Return-to-Work approval date to your department.
- ✓ Notify your department if your return date changes




Department Administrator

- ✓ Receive and document the employee's leave
- ✓ Contact Benefits Analysts with Questions
- ✓ Submit Employee Action in Pitt Worx
- ✓ Track intermittent absences internally for scheduling/coverage
- ✓ Communicate leave extensions or date changes to Benefits Leave Analysts
- ✓ Coordinate coverage for employee's job duties during leave
- ✓ Confirm return-to-work date in MetLife.
- ✓ Submit Return-to-Work action in Pitt Worx
- ✓ Reinstatement employee to same or equivalent position upon return

Returning to Work

What you need to do — when you come back from an approved medical leave

What is required when you return to work?

-  The end date of your leave must be the same date your leave is approved through
-  Provide your department with the approved return-to-work date.
-  If you do not return to work by the end of an approved leave and work for at least 30 calendar days you may be required to repay the University the premiums that were paid on your behalf. Recovery of premiums will be made consistent with FMLA.



University of Pittsburgh Disability and FMLA for Staff



The information presented in this presentation is not legal advice and should not be relied upon or construed as legal advice. It is not permissible for MetLife or its employees or agents to give legal advice. The information in this presentation is for general informational purposes only and does not purport to be complete or to cover every situation. You must consult with your own legal advisors to determine how these laws will affect you.

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Claim and Absence Submission



- Inform your supervisor/manager of your leave of absence request
- Notify MetLife within 7 days of the first day of absence to initiate your STD claim* - you will be given a claim number at the conclusion of your intake submission
 - Telephonically: **1-888-777-7418**
 - Online: MyBenefits website www.metlife.com/mybenefits
- MetLife may contact you for additional details about you, your job, your condition and your treatment plan and provider.
- MetLife will mail an Acknowledgement Package to you within 24-48 hours with important information that requires action.

Claim and Absence Evaluation and Decision



- MetLife will attempt to obtain medical records directly from your treating provider.
- You may also submit documentation directly to MetLife. Ensure your name and associated claim number(s) are included on all paperwork and submit to MetLife via:
 - Online: MyBenefits website www.metlife.com/mybenefits
 - Email: OriskanyMetlife@metlife.com
 - Fax: 1-800-230-9531
- MetLife will contact you if assistance is needed obtaining the documentation requested from your treating provider(s).
- MetLife will evaluate medical records/certification received and make a decision.
- MetLife will notify you of the decision by phone and letter.

* If your absence qualifies under the federal Family and Medical Leave Act (FMLA), an FMLA absence will be filed on your behalf when you file a disability claim with MetLife. To consider your leave, MetLife will review medical documentation obtained as part of the disability claims process.

Ongoing Service and Follow Up



- MetLife will periodically contact you and your health care provider(s) to evaluate your status, treatment plan and functional abilities.
- You should notify your supervisor/manager and MetLife immediately if you will not be returning to work as originally anticipated. MetLife will request additional medical records and review for an extension.
- MetLife will keep you informed on the status of your claim and will notify you of additional information that is needed.
- MetLife will contact you by phone and send a letter to inform you of changes in claim status, such as an extension or closure.
- You can contact MetLife to check claim status at any time:
 - Telephonically: **1-888-777-7418**
 - Online: MyBenefits website www.metlife.com/mybenefits

Resolution



- MetLife will discuss your Return-to-Work options with you and help determine an expected return to work date.
- You should notify your supervisor/manager and MetLife immediately if you return to work earlier than expected.
- MetLife will notify you of the claim closure by phone and letter.
- If you continue to remain disabled after 26 weeks of STD, you may be eligible for long term disability (LTD) benefits. Should this occur, MetLife will automatically refer your STD claim for an LTD claim review. An LTD claim specialist will contact you to initiate your LTD claim.

Claim Denial/Appeals



- MetLife will contact you by phone and send a letter to explain why your claim was denied and provide information about how you may file an appeal.
- You must submit a request for appeal, along with additional supporting medical documentation, to MetLife within 180 days from the date of your decision letter to:
 - Email: DisabilityAppeals@metlife.com
 - Fax: 1-844-380-0569
 - Mail: MetLife Disability
P.O. Box 14592
Lexington, KY 40512-4592
- MetLife will send you a letter to let you know when your appeal request was received and when to expect an appeal decision.
- MetLife will keep you informed on the status of your claim appeal review and will notify you of additional information that is needed.
- MetLife will notify you of the appeal decision by phone and letter.

Best Practices

- Notify your supervisor/manager and MetLife immediately if you return to work earlier than expected or will need to remain out longer than expected and require an extension so your claim can be updated timely.
- Engage with MetLife throughout your claim journey when contacted about any additional details needed to review your claim.
- Follow up with your treating provider to ensure they are responding to MetLife's request for medical records timely to prevent delay in claim review.
- Absence Certification forms should be reviewed for completeness before submitting to MetLife to prevent delays or potential denial of absences.
- Contact MetLife to check claim status at any time:
 - Telephonically: **1-888-777-7418**
 - Online: MyBenefits website www.metlife.com/mybenefits
 - If you are still needing assistance, you can request a call back from your assigned case specialist.

Q&A

Have a Question? Submit it using the Q&A feature in Teams.

Wrap Up

Recordings & Previous Sessions

New Summer Series Coming Soon

Additional Information & Contacts

Tools & Resources

How To Access Prior Sessions:

- **Visit :** <https://www.hr.pitt.edu/bridging-benefits>
- Select 'view recording'
- Or click the link under the **On Demand Sessions** section

| Date | Topic | Registration Link | Shareable PDF |
|----------------|---|--------------------------|---------------|
| Jan. 29, 2026 | Kickstart Your Year: Wellness and You, January 2026 | Closed - view recording* | Presentation |
| Feb. 26, 2026 | Benefits 101: Your Health & Wellness Toolkit | Register | Flyer |
| March 26, 2026 | Protect & Plan: Life Insurance & Retirement Basics | Register | Flyer |

On-Demand Sessions:

2026 Bridging Benefits Sessions

- ▶ Kickstart Your Year: Wellness and You, January 2026 | Presentation

2025 Bridging Benefits Sessions

- ▶ Pitt Perks Unpacked: Your Guide to Voluntary Benefits, December 2025 | Presentation
- ▶ Retirement Ready: Your Step-by-Step Planning Guide, November 2025 | Presentation
- ▶ Maximize Your FSA: Know Your Deadlines, Claim with Confidence, October 2025 | Presentation
- ▶ Wellness 101 – Navigating Stress in the Academic Season, September 2025 | Presentation

Today's Session + Slides will be made available online and you will receive an email once ready.

- ▶ Financial Wellness Benefits & Resources, April 2025 | Presentation
- ▶ Back to Basics - General Benefits Overview, March 2025 | Presentation
- ▶ Education Benefits for Employees, Spouses & Domestic Partners, Feb. 2025 | Presentation
- ▶ Education Benefits for Dependent Children, Jan. 2025 | Presentation

New Educational Series Coming Soon!

Retirement Readiness

Your Passport to the Next Chapter

Virtual Webinar Series

May 27 – Aug. 13, 2026



Summer Retirement Readiness Series: Your Passport to the Next Chapter

This series was created to help Pitt employees plan confidently for retirement, covering topics like eligibility, health benefits, Medicare, TIAA savings, and financial planning.

**Keep an eye out
next month for
details &
registration!**

Next Steps:

❑ Access Previous Recordings!

- <https://www.hr.pitt.edu/bridging-benefits>

❑ Follow Us on Social Media



❑ Keep an Eye Out for Future Sessions!

❑ Take our Bridging Benefits – Experience Survey

- Link will be sent via email following today's session.
- The recording + slides will also be made available on the Bridging Benefits Webpage.



Resources

Additional Resources & Commonly Asked Questions

MetLife 'MyBenefits' Navigation

1. To file an absence online, you can do so by logging into my.pitt.edu using your University username and password.
2. In the search bar type **"MetLife My Benefits"** and select the icon
3. Select **"Claim Center"**
4. Click **"File an Absence"** to submit a claim
 - You can also contact MetLife by phone at 1-888-777-7418 to initiate a claim.

1 myPitt

Search Results: 'Metlife MyBenefits'

Campus: All Roles: Staff (change)

2 Tasks

MetLife MyBenefits

3 Claim Center >

See details and **status updates** for all your claims; get helpful information about the filing process.

4 Absence and Disability Insurance

I Want To... SHOW LESS

Absence and Disability Insurance enables you to report, view and manage your absences from work. Disability Insurance ensures that you'll receive a portion of your income if you need to stop working for a period due to a disabling illness or accident.

No recent absences have been submitted . You can file a new absence below.

Submitted an absence but don't see it here? Contact a MetLife representative for help.

FILE AN ABSENCE

If you have previously filed a claim, it will appear here and you can view or manage your claim details.

Common Questions:

- **Can I use the Sick Day bank while on Parental Leave?**
 - No, if you qualify for Paid Parental Leave you are not eligible to use the sick day bank.
- **I was a temporary employee prior to being hired as staff, does my time as staff count towards my FMLA eligibility?**
 - Yes. Time as a University employee, including time worked as a temporary employee, counts toward FMLA eligibility. Time worked as a temp does not count towards STD/Paid Parental Leave eligibility
- **How long would I need to wait before qualifying for FMLA again if I were to have another child?**
 - FMLA is measured based on a “rolling” 12-month period measured backward from the date an employee takes FMLA leave. For Paid Parental Leave there is no waiting period after a previous FMLA claim.
- **What should I do if I do not meet the eligibility criteria for FMLA/STD/Paid Parental Leave?**
 - You may request a personal leave through your department. If approved, a leave of absence agreement outlining the details of the leave must be reviewed by the Benefits Department of the Office of Human Resources.

Common Questions:

- **What if I go on unpaid leave, or my paycheck is not enough to cover the cost of my benefits?**
 - If your pay is not enough to deduct the full amount for your benefit premiums, you will receive a direct bill invoice in the mail to the address on file with the University from UPMC Benefit Management Services.
- **What is expected of me while on leave?**
 - You should not be working. However, you are expected to communicate with your department regarding timecards, updates to your leave and when you plan to return to work.
 - While on leave, if you receive a direct bill for your insurance coverage in the mail, you are expected to pay by the due date listed to avoid your insurance coverage terminating for non-payment.
 - You are also responsible for contacting the Benefits department within 60 days of your child's birth if you would like to add your child to your insurance coverage.



MetLife Tools, Resources & FAQs

FILING WITH METLIFE

Online Portal

MyBenefits.MetLife.com

Submit claims, upload documents, check status, view approval letters

Mobile App

[MetLife App \(iOS & Android\)](#)

On-the-go access: claim status, document upload, message center

Phone Support

[1-888-MetLife \(638-5433\)](tel:1-888-MetLife)

Mon–Fri, 8 AM–8 PM ET. Speak with a leave consultant

Pitt HR Benefits

[833-852-2210](tel:833-852-2210)

For Pitt-specific policy questions, premium payments, and benefit impacts

Frequently Asked Questions

Q: How soon should I file?

A: As soon as you know you'll need leave. Do not wait — file at or before your leave start date.

Q: Can my department file for me?

A: Yes, if a staff member is unable to file the department is able to initiate the claim with MetLife directly.

Q: What if my leave is unplanned/emergency?

A: File as soon as possible. When notice can't be given in advance, it's understood — file immediately upon being able to do so.

Q: Do I need to re-certify for intermittent leave?

A: Yes — MetLife may request recertification periodically or if your condition changes.

Resources & Contact Information

Benefits Department
Phone: 833-852-2210

| Additional Info: | Topic: | Where to Learn More: |
|---|--|---|
| University of Pittsburgh | Leaves Webpage | https://www.hr.pitt.edu/current-employees/benefits/leaves |
| | FMLA | https://www.hr.pitt.edu/current-employees/benefits/leaves-abs/fmla |
| | Short Term Disability | https://www.hr.pitt.edu/current-employees/benefits/leaves-abs/short-term |
| | Long Term Disability Insurance | https://www.hr.pitt.edu/current-employees/benefits/leaves-abs/staff-long |
| | Unpaid Leave of Absence | https://www.hr.pitt.edu/staff-handbook/paid-and-unpaid-time-off |
| | MetLife MyBenefits Portal (via Single Sign On (SSO) from My.pitt.edu) | https://my.pitt.edu/launch-task/all/hr-metlife-mybenefits?terms=metlfe |
| MetLife Phone: 1-888-777-7418 | MetLife MyBenefits Portal (via their direct website link) | www.metlife.com/mybenefits |
| | MetLife MyBenefits Instructions | https://pitt.sharepoint.com/sites/human-resources/Shared%20Documents/General%20Forms/Benefits%20-%20Medical/MetLife-MyBenefits-Instructions.pdf |
| | MetLife MyBenefits User Guide | https://pitt.sharepoint.com/:b:/r/sites/human-resources/Shared%20Documents/General%20Forms/Benefits%20-%20Medical/MyBenefits_AMS_Employee__User_Guide.pdf |



Office of Human Resources Benefits Department

Website: hr.pitt.edu/current-employees/benefits

Contact us at 833-852-2210 or online at hr.pitt.edu/contact-ohr



University of Pittsburgh®

Disclosure

The information presented in this session is intended to provide a general overview and discussion of the plans. Descriptive literature is available from the carriers and the Office of Human Resources. Additional details of the benefits presented may also be found at www.hr.pitt.edu/benefits. The rights and obligations of employees and those of the University are governed by the official plan documents, University policies, and, where applicable, contracts with insurance providers. The plans are based on current federal and state laws and are regulated by those laws. If there is a conflict between the presentation and the official plan documents, contracts, or University policies, the official documents, contracts and policies will prevail.

Benefits may be modified as required by applicable laws, and benefits may be modified or terminated as deemed necessary or appropriate by the University. Any such modifications or terminations will be communicated in writing, as appropriate. Employees covered under collective bargaining agreements are governed by the terms of those agreements. No one speaking on behalf of the plans or purporting to speak on behalf of the plans can modify the terms of the plans in any way. The terms of the plan, contracts and University policies control in all instances.