

Disability & Medical Leave Resources

A Guide for Employees



This guide is a resource for you if you are experiencing difficulties at work related to a disability or chronic medical condition. For example, you may:

- have a serious health condition and need medical leave
- be returning to work with restrictions following a workplace injury or medical leave
- have a disability that limits your ability to perform parts of your job

The guide outlines campus disability processes and benefits. We hope it will help you understand your options, learn where to get additional information and who to contact for assistance.

Divisional Disability Representatives (DDRs)

Your Divisional Disability Representative (DDR) has been appointed by your dean/director to facilitate requests for reasonable accommodation and/or medical leave. DDRs receive training on disability processes and are authorized to request, receive and maintain confidential medical records for employing units. You should contact your DDR to have a confidential conversation if you are having workplace difficulties that are related to a disability or chronic medical condition, or if you need medical leave.

To find your DDR, please visit <http://www.oed.wisc.edu/divisional-disability-representatives.htm>

Campus: Disability Coordinator/Employment

The Disability Coordinator/Employment is a resource for applicants, employees, managers, supervisors, DDRs, and others who have questions about, or need assistance with, disability-related employment matters. You may have a confidential conversation with the Disability Coordinator/Employment about any questions or concerns related to disability employment matters.

To contact the Disability Coordinator/Employment, Office for Equity & Diversity, please call 263-2407 or WTRS 7-1-1.

Reasonable Accommodation

A reasonable accommodation is any change or modification to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat.

To request reasonable accommodation, you should contact your DDR (above).

For more information, or to obtain a Disability Accommodation Request Form, please visit <http://www.oed.wisc.edu/employee-disability-accommodation.htm>

FMLA/WFMLA

The federal Family & Medical Leave Act (FMLA) and Wisconsin Family & Medical Leave Act (WFMLA) are leave entitlements that allow an eligible employee to take job-protected time off work for specific family and/or medical reasons.

FMLA/WFMLA allows you to take unpaid leave; however, you may be able to use sick leave or other accrued paid leave that is available to you during an FMLA/WFMLA absence.

If you need family or medical leave, please contact your DDR to learn whether you are eligible, whether the reason for your leave is covered under FMLA/WFMLA, and to obtain the appropriate certification form.

Worker's Compensation

Worker's Compensation is a "no-fault" disability program that pays benefits when an employee sustains a work-related injury or illness.

If you sustain an injury or contract an illness at work, please notify your supervisor as soon as possible. This is true even if your injuries or illness are minor and do not require medical treatment. To begin a Worker's Compensation claim, please complete the Employee's Work Injury & Illness Report and submit it to your supervisor.

For more information, or to obtain a copy of the Employee's Work Injury & Illness Report form, please visit www.bussvc.wisc.edu/risk_mgt/wc/workerscompensation.html

Catastrophic Leave

Catastrophic Leave allows UW-Madison employees to donate unused vacation, personal holiday, or leave banked in Annual Leave Reserve Account (ALRA) or Banked Leave to their colleagues who have been granted unpaid leaves of absence due to catastrophic need.

For more information, please visit www.ohr.edu/forms/

ICI

Income Continuation Insurance (ICI) is an income replacement benefit that provides up to 75% of gross monthly wages when an employee becomes disabled. There are two coverage levels: Standard ICI covers earnings up to \$64,000; Supplemental ICI covers earnings from \$64,001 to \$120,000.

For more information, please contact Employee Benefits Services (262-5650 or benefits@ohr.wisc.edu) or visit www.ohr.wisc.edu/benefits/ici/

LTDI

Long-Term Disability Insurance (LTDI) is a disability benefit under the Wisconsin Retirement System that provides 40% of final average earnings.

For more information, please contact Employee Benefits Services (262-5650 or benefits@ohr.wisc.edu) or visit www.ohr.wisc.edu/benefits/disability/

WRS 40.63 (Disability Retirement)

WRS Disability Retirement 40.63 is a disability benefit under the Wisconsin Retirement System. This benefit assumes additional years of service to normal retirement age.

For more information, please contact Employee Benefits Services (262-5650 or benefits@ohr.wisc.edu) or visit www.ohr.wisc.edu/benefits/disability/

WRS 40.65 (Duty Disability)

Duty Disability (40.65) is a disability benefit under the Wisconsin Retirement System for protective service employees (at UW-Madison: UWPD) who have been injured or contracted a disease due to their occupation. The duty disability benefit replaces 75-80% of the recipient's monthly salary at the qualifying date.

For more information, please contact Employee Benefits Services (262-5650 or benefits@ohr.wisc.edu) or visit www.ohr.wisc.edu/benefits/disability/