

UTSA Human Resources

Medical Leave Checklist

Required Forms

- [Medical Leave Request Form](#)
- Certification of Health Care Provider Form
 - [For Self](#)
 - [For Family Member](#)
- [UTSA Work Release](#) (if out for a personal medical condition)

Benefits

Contact Benefits at ext. 4250 (Select your designated Benefits representative when prompted) to discuss your current elected benefits.

Dearborn National - *If Benefit is elected and leave is for your own personal medical condition*

Contact Dearborn at 1-866-628-2606 to submit a short-term disability claim. To be eligible for short-term disability, you need to meet the 14-day elimination period and exhaust all available sick leave.

Parking Services

If you use payroll deduction to pay for your parking permit, the monthly deduction from your paycheck will continue during your leave, unless you return the permit to the Campus Services Parking office. You may contact them at x7275 to make arrangements.

Unpaid Leave for Full Calendar Month - *if applicable*

When on an unpaid leave of absence for a full calendar month, you will not receive:

- Longevity pay
- State Service Credit
- Leave Accruals (sick/vacation) for that month

Holiday Pay

To be eligible for holiday pay, an employee must be in a paid status before/after the holiday.

All forms must be completed and submitted to Human Resources Leave Administration. Scan and E-Mail to LeaveAdmin@utsa.edu