

# ACCGov Medical Leave Request Process

Employee notifies supervisor of need for [medical leave](#) → Supervisor/dept. admin provides [Unum contact](#) info to EE & directs them to contact HR

EE files claim with Unum & contacts HR for review

Employee related condition (self-condition)

Non – employee related condition (employee is a caretaker)  
Not eligible for STD; only documentation goes through Unum

4+ weeks of medical leave:  
\* [STD forms](#) must be completed & submitted to HR  
\* [Recertification](#) for STD is required every 30 days

Less than 4 weeks does not require additional information

HR acts as liaison between departments and Unum

Employee ready to return to work, full duty & no restrictions

Employee ready to return to work but not full duty or full time

EE related condition:

1. EE notifies Unum of estimated RTW  
\* *Unum will request Unum FFD Form to be completed by EE HCP*
  2. EE notifies dept. of expected RTW date
  3. EE submits HCP note to HR to schedule FFD  
\* *HCP note must indicate date cleared to "Return to full duty with no restrictions"*
  4. HR will schedule FFD for qualifying EE:  
✓ EE cleared by FFD may RTW as expected  
*Dept. provide HR with email to confirm RTW date*
- ✗ EE not cleared by FFD must contact HR immediately for next steps

Non – EE Related condition:

1. EE notifies Unum of RTW date
2. EE notifies dept. of RTW date
3. Dept. provide HR with email to confirm RTW date

Departments are to follow all HIPAA regulations.  
Medical Information remains confidential within HR files only.

[FMLA FAQ's](#)

EE related condition:

- EE submits HCP note to HR for review. Note must include restrictions & duration. HR reviews with dept. to determine TAA eligibility:
- ✓ Yes: the dept. must submit **TAA form** to HR
  - ✗ No: the EE must remain out of work until released to full duty

Non – EE Related condition:

- EE submits HCP note to HR for review. Note must include reason & duration. HR reviews with dept. to determine TAA eligibility:
- ✓ Yes: the dept. must submit TAA form to HR
  - ✗ No: the EE must remain out of work, or RTW full duty

## Key:

- \* EE: employee
- \* FMLA: [Family Medical Leave Act](#)
- \* FFD: fit for duty exam
- \* HCP: health care provider
- \* RTW: return to work
- \* **STD**: [short-term disability](#)
- \* **TAA**: temporary alternate assignment

## Contacts:



[www.unum.com](http://www.unum.com)  
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