Employee
The PFML leave application process

Employee Applies for leave

Sedgwick reviews PFML eligibility

If ineligible, contact hr@bu.edu

Initial packet, including medical certification, mailed and emailed within 1 business day

Employee has 90 days to provide medical documentation from date the initial packet was sent or first day absent, whichever is greater

Medical Documentation Received

Claim determination made within 2 business days of receipt of medical. Notification of determination sent to employee

If out on continuous personal medical leave (excluding childbirth) employee must contact BU Occupational Health 7 business days prior to the end of their leave to be cleared to return to work

If claim is denied, the employee can request an appeal in writing via letter, form or online to claims examiner

If an extension is needed, employee must contact the claims examiner to request. Medical due date for extension is 30 days from the approved benefit end date. Employee will receive communication from Sedgwick with leave extension request and medical due date

Sedgwick will send a text 1 business day after scheduled return to work date to employee confirming if they returned to work. Employee can respond to text