

Employee Checklist: Managing Your Leave

Use this guide to track your required actions and the notifications you should expect from BU and Sedgwick.

Phase 1: Leave Application

- **Notify Your Manager:** Provide advanced notice to your manager for **foreseeable leave** (e.g., childbirth, adoption, or scheduled surgery), if possible. For emergencies or unforeseen events, notify them as soon as is practical.
- **Apply for Leave through Sedgwick, BU's external leave administrator, up to 60 days in advance:**
 - **Online:** [mySedgwick Portal](#)
 - **Phone:** 877-708-0037
- **For Faculty Only:** Submit the [Faculty Request for Non-Academic Leave Form](#) to your Chair or Dean prior to filing your Sedgwick claim.

Phase 2: Leave Documentation

- **Send medical certification forms to your healthcare provider:** The forms are within the initial packet sent by Sedgwick. Your provider will complete and submit them directly to Sedgwick. You can also submit the forms back to Sedgwick by uploading via the MySedgwick portal.
 - **Note:** Ensure your doctor specifies if the leave is **Continuous** (for one uninterrupted time period) or **Intermittent** (occasional days or reduced hours).
- **Ensure Submission:** You must ensure your healthcare provider submits the medical documentation within **90-days** from the date you apply for leave or when your leave starts, whichever is later.
 - **Pro-tip:** PFML pay is not issued until the claim is approved and first day absent is confirmed by you to Sedgwick. To minimize interruptions, follow up with your provider to ensure forms are submitted as soon as possible.
- **Verify Receipt:** Check the "Communications" tab in the [mySedgwick Portal](#) to confirm Sedgwick has received the documents from your doctor.

Phase 3: Approved Leave, Extensions & Appeals

- **Appeal a Denied Claim:** You have the right to appeal a denied claim. You must submit your request for an appeal in writing (via the mySedgwick portal, letter, or email) to your claims examiner **within 10 days of the denial date.**
- **Consider Adding a Child to Your Insurance (Parental Leave Only):** You have 30 days to add your newly arrived child to your BU health, dental, or vision plans.
 - **Note:** Make these changes in [BUWorks Central Portal](#).

Report Intermittent Leave WITHIN 24 HOURS: You must report your intermittent hours to Sedgwick by the end of the day of your absence. If you do not report these hours to Sedgwick by this time, you may not receive PFML pay on time. Additionally, you must follow normal call out procedures for your department.

Extend Your Leave: If you need to extend your leave, notify Sedgwick *before* your current approval expires. Once an extension is requested, you have **30 days from your originally approved end date** to ensure your provider submits the additional medical documentation to Sedgwick.

Phase 4: Return to Work

- **Obtain Clearance from BU Occupational Health (OHC) (Medical Leaves Only, excluding Childbirth):**
 - **Contact OHC 14 business days before returning.** Your healthcare provider MUST send a ["Release to Return to Work"](#) to BU OHC in order for you to return to work and for your normal pay to resume.
 - **Note:** OHC must confirm you are fit for duty before you return to the workplace. Your manager cannot waive this requirement.
 - If there are any **work restrictions** (e.g., "cannot lift over 10 lbs" or "needs a ergonomic chair"), OHC coordinates with the BU Equal Opportunity Office (EOO) to review these as a request for reasonable accommodation.
- **Respond to Sedgwick to Confirm Return:** Respond to the Sedgwick text message and/or email on your first day back and ensure your manager confirms your return to work date with Sedgwick. This is a manual response required to restart your regular salary. If your return to work is not confirmed, your pay may be delayed until confirmation has been received.