

# 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)

Divisional Disability Representatives (DDR) are 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:

[www.employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/](http://www.employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/)

### Campus Employee Disability Resources (EDR) Office

The EDR Office serves as the campuswide hub for information on the disability accommodation process for employees and applicants. EDR offers essential information, consultation, education, and referral services to employees and applicants, DDrs and supervisors and managers. You may have a confidential conversation with the EDR Office about any questions or concerns related to disability employment matters.

To contact the EDR Office, please call 263-2407 or WTRS 7-1-1 or email

[employee.disabilities@cdo.wisc.edu](mailto:employee.disabilities@cdo.wisc.edu)

### Reasonable Accommodation

A reasonable accommodation is any change or modification to the hiring process, 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:

[www.employeedisabilities.wisc.edu/forms/](http://www.employeedisabilities.wisc.edu/forms/)

### 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. For more information please visit:

[www.hr.wisc.edu/benefits/leave/unpaid-leave/](http://www.hr.wisc.edu/benefits/leave/unpaid-leave/)



## 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 within 24 hours. 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.businessservices.wisc.edu/managing-risk/workers-compensation/](http://www.businessservices.wisc.edu/managing-risk/workers-compensation/) or email [workcompprog@bussvc.wisc.edu](mailto:workcompprog@bussvc.wisc.edu)

## Catastrophic Leave

Catastrophic Leave allows for the continuation of salary and benefits for an eligible employee who has a catastrophic need and has exhausted all of their paid leave. It allows employees to donate earned paid leave credits such as unused vacation, personal holiday or banked leave (not sick leave or compensatory time) to employees who have a catastrophic need at UW-Madison or a different UW-Institution.

For more information, please visit [www.ohr.wisc.edu/benefits/leave/catastrophic.aspx](http://www.ohr.wisc.edu/benefits/leave/catastrophic.aspx)

## ICI

Income Continuation Insurance (ICI) provides up to 75% of gross wages as replacement income if you become disabled. Benefits begin after a selected waiting period (minimum of 30 consecutive calendar days) or use of accumulated sick leave (up to 130 days), whichever is longer. 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 Benefits Services ([benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)) or visit [www.ohr.wisc.edu/benefits/ici/](http://www.ohr.wisc.edu/benefits/ici/)

## WRS 40.63 (Disability Retirement)

WRS Disability Retirement 40.63 is a disability benefit under the Wisconsin Retirement System (WRS). You must meet WRS service requirements to be eligible. The benefit is based on your WRS years of service, with remaining years added until your normal retirement age (generally 65) and your three highest years of earnings.

For more information, please contact Benefits Services ([benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)) or visit [www.ohr.wisc.edu/benefits/disability/](http://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). If you are in a protective service occupation and become disabled while performing your job you may qualify for a Duty Disability.

For more information, please contact Benefits Services ([benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)) or visit [www.ohr.wisc.edu/benefits/disability/](http://www.ohr.wisc.edu/benefits/disability/)