

# TIMECLOCKPLUS AT LEHIGH UNIVERSITY

## Time Reporting During Short Term Disability

As soon as an employee has indicated that they will be away from work for a medical reason, including maternity leave, that requires an absence from work for a period of more than 14 continuous calendar days, the supervisor should encourage the employee to contact Human Resources to initiate a Short Term Disability claim.

Employees and their Supervisors should consult the Short Term Disability section of the Office of Human Resources website: <https://hr.lehigh.edu/node/46> for complete information including checklists for the employee and supervisor. If the employee is unable to contact Human Resources, the supervisor should not ask the employee for information regarding their medical diagnosis, but should contact Kim Drey in the Office Human Resources to advise her of the anticipated leave.

During the period of leave, no time reporting is required in TimeClockPlus. Following a full review of the short term disability claim, the Office of Human Resources will advise the employee and the Payroll Office regarding the proper reporting of the employee's time during the leave period.