# Triggers: Leave and/or Disability

## Triggers for Leave

* Absence of more than 3 days
* ‘OUT OF OFFICE’ response on email
* Patterns of calling in sick
* Spontaneous vacation
* Supervisor shares concern about employee time off: no show, no call.
* Pregnancy/child entering home
* Planned surgeries
* Observation of injury or visible health condition
* Workers Compensation First Report of Injury
* Employee shares: “My partner is having surgery,” or “I am at home recovering from surgery”
* Employee using vacation and later find out they are caring for a family member
* Correspondence with employee
* Workflow transactions
* Under 40 hours of sick leave/vacation accruals
* Employee comment: “How do I code this? FMLA or FCGL?”
* Leave due to family member’s military service/injury/illness

## Triggers for Accommodation Needs/Discussion

* “Haven’t been feeling well...”
* “I haven’t been doing well because I can’t hear…”
* “I shouldn’t climb ladders…”
* “I am taking new meds…”
* “I’m falling behind, I’m having trouble concentrating…”
* “I need Long Term Disability” or “I may not be able to do this much longer”
* Casual mention of doctor suggestion about something that could be different on-the-job
* Employee says government has documented disability
* Issues listed as limitations on Health Certification or other medical document
* Disclosure to supervisor
* Employee nearing MMI
* Employee returns from medical leave, now has permanent limitation
* Conversation with supervisor indicates job duties have been altered