Other Forms

This form is for the employee who is out due to a serious illness or injury. This form is given out as a courtesy and it is the **Temporary** employee's responsibility to Disability Form have the completed form returned to the State Administrative Office for further processing. However, form must be submitted within 30 days after the beginning of the disability. Compassionate Leave Form Given to employee if the employee meets the Other Forms criteria set forth on the form. This form should be completed ASAP as this is a paid benefit which delays the employee being taken off of payroll. Family Leave This form works just like the Temporary Disability Insurance form, but is to be used to replace lost income when an employee is on an unpaid leave of absence for the care of others. This form is given out as a courtesy and it is the employee's responsibility to have the completed form returned to the State Administrative Office for further processing. However, form must be submitted within 30 days after the beginning of the disability.

Created by Monique Gregory 4-16-10