



## Oakland County / Unum

### FMLA and Short-Term Disability

#### Reference Sheet for Employees

Effective 10/1/2025, Unum is administering FMLA and Short-Term Disability for Oakland County.

Employees are eligible for FMLA after one year of County service and 1,250 hours worked in the past 12 months.

Short-term disability (STD) is a benefit provided to you following six months of consecutive service as a full-time employee. If deemed totally disabled, eligible employees can receive up to six months of benefits at 60% of their base pay. Disability is used for employees that are out of work due to medical reasons for more than 5 business days or 40 hours of pay.

#### **How to file for FMLA and/or Short-Term Disability**

Employees can file their FMLA and/or Short-Term Disability claim at <https://portal.unum.com> or call 866-868-6737 from 8:00 a.m. to 8:00 p.m., Monday – Friday.

If an employee is filing for Short-Term Disability, they need to submit a completed [Supplement Information Form](#) to their department to ensure proper coding of their time.

The following materials are also available:

- [Unum Total Leave Portal User Guide](#)
- [Unum Total Leave Employee Flyer](#)

Employees can also visit the following website, which contains all the information referenced above: <https://www.oakgov.com/government/human-resources/benefits/disability>

If an employee has questions regarding Parental Leave and/or maternity leave, please visit our [Parental Leave](#) site.

## **FMLA/Short-Term Disability Frequently Asked Questions**

### **What are employees responsible for?**

Employees are responsible for:

- Filing their claim with Unum.
- Submitting any necessary documentation to Unum for their leave.
- Keeping their supervisor/department notified of their status in accordance with department policy. Note: Employees are not required to disclose any personal information to anyone at Oakland County.
- Reporting Intermittent Leave absences in Workday according to department policy and also within the Unum Total Leave Portal.

### **Is there a time limit on applying for FMLA and/or Short-Term Disability?**

For FMLA, there is a 30-day notice requirement. Failure to comply with the notice requirement could result in a partial or full denial of FMLA.

For Short-Term Disability, you must file your claim within 30 calendar days of your last day worked due to disability. Failure to file your claim within 30 days could result in denial of this benefit (Merit Rule 22.2.3.4).

### **Do I need to file for FMLA if I am going on Parental Leave and I am not the birth parent?**

Yes.

### **Do I need to file for FMLA if I am going on Workers Compensation leave?**

Yes.

### **Do I need to file for Short-Term Disability if I am giving birth?**

Yes. First you will be on Short-Term Disability while recovering from the birth of the baby for the duration approved by Unum (typically six or eight weeks, depending on the type of delivery). You will receive 60% of your pay directly from Unum. After your Short-Term Disability ends, your Parental Leave will begin for another six weeks, receiving 100% of your pay from Oakland County. You can start your claim with Unum with the estimated delivery date. Once the baby arrives, you need to notify Unum and your department.

### **How long does it take for Unum to make a decision on a claim?**

This is based on when Unum receives medical certification from the employee and/or their provider. If Unum does not receive the required medical information within their deadline, they will deny the claim and close it. Once Unum has all required information, a claim is processed within 5 business days.

### **Does Unum communicate decisions to the employee?**

Yes, Unum sends employees notices in writing to advise them of deadlines and decisions. Employees receive this information based on how they update their communication preferences in Unum.

### **What is the difference between Continuous FMLA and Intermittent FMLA?**

Continuous FMLA is one long, unbroken absence (like 12 weeks after surgery or for a new baby), while Intermittent FMLA allows taking leave in small, separate blocks (hours or days) for chronic issues or appointments.

### **How does Unum handle Intermittent FMLA certification for employees?**

Intermittent FMLA under Unum is certified every six months. If this certification crosses over a calendar year (i.e. November to May), the employee will not have to recertify in January. If an employee wants to request an extension at the end of six months, they'll need to notify Unum and submit new medical records to support the request.

### **How do employees report Intermittent FMLA?**

Employees need to follow their established department procedures for reporting absences due to Intermittent FMLA. Additionally, all Intermittent absences need to be reported to Unum.

### **Do employees have to talk to two different offices within Unum for their Short-Term Disability and FMLA claims?**

For claims filed after 10/1/2025, employees will have one claim specialist for both their FMLA and Short-Term Disability claims. For Short-Term Disability claims filed prior to 10/1/2025, an employee could have one claim specialist for their Short-Term Disability claim and another claim specialist for their FMLA claim.

### **Am I required to submit tax forms to Unum?**

You are not required to have State or Federal taxes taken out of your disability payments. Unum will send you an income tax form at the end of the year. If you choose to have taxes withheld, complete the tax forms and send them to Unum.

Unum fax: 1-800-447-2498

[MI-W4 Tax Form](#)

[Federal W-4S Tax Form](#)

### **Am I required to supplement while on Short-Term Disability?**

While you are on disability, you are still responsible for any existing biweekly healthcare contributions as these benefit elections will continue while you are on short-term disability. It is recommended but not required that you use your leave banks to supplement your disability payments while you are off to reduce your contributions that are unpaid during disability.

A supplement form needs to be completed and returned to your department designated contact/timekeeper whether you decide to supplement or not.

[Supplement Form](#)

### **How are biweekly healthcare contributions handled while I am on Short-Term Disability?**

Any unpaid healthcare contributions from the time of your short-term disability will be taken out of your County paycheck(s) immediately upon your return to work (Merit Rule 22.2.3.8). Any outstanding arrears balances will be collected at a maximum rate of 20% of your gross income per pay period. Pre-tax balances are collected first; any remaining amount is then deducted from post-tax balances (if applicable).

### **Where can I find the Merit Rules?**

The Merit Rules can be found on the Telegraph under the Employee Center drop down.

[Merit Rules and Policies](#)

**Who are the HR contacts for FMLA and Short-Term Disability?**

Questions regarding Unum, claim dates, approvals or denials:

Raquel Little | 248-452-9189 | [littler@oakgov.com](mailto:little@oakgov.com)

Questions regarding payment arrangements for benefit arrears incurred while on Short-Term Disability:

Riley Ogurek | 248-466-5822 | [ogurekr@oakgov.com](mailto:ogurekr@oakgov.com)

Questions regarding Parental Leave:

Dawn Milmine | 248-858-5118 | [milmined@oakgov.com](mailto:milmined@oakgov.com)

## FMLA and Short-Term Disability Employee Checklists

### FMLA Checklist

- Notify your department that you will be filing for FMLA. Please note: You are not required to divulge personal information regarding the reason for filing for FMLA to anyone at Oakland County.
- File a claim with Unum. You can file online through their [portal](#) or by calling 866-868-6737.
- For Parental Leave Only: Fill out [parental leave form](#) and return to your department's HR liaison.
- Complete any tasks assigned to you by Unum.
- Remember to notify Unum and your department if you need an extension or if there is a discrepancy with a date.
- Notify your department when you are planning on returning to work.
- If utilizing Intermittent FMLA, report absences in Workday according to department policy and also within the Unum Total Leave Portal.

### Short-Term Disability Checklist

- Notify your department that you will be filing for short-term disability. Please note: You are not required to divulge personal information regarding the reason for filing for short-term disability to anyone at Oakland County.
- File a claim with Unum. You can file online through their [portal](#) or by calling 866-868-6737. This will create a claim for FMLA and Short-Term Disability.
- Fill out the Supplemental Form and return to your department HR liaison. Your department's HR liaison will be doing your attendance while you are out on short-term disability. The form is required to be filled out and returned to the HR liaison even if you choose not to supplement.
- For Parental Leave Only: Fill out [parental leave form](#) and return to your department's HR liaison.
- Optional: Complete W-4S and/or MI-W4 and fax to Unum at 800-447-2498 if you wish to have taxes taken out of your short-term disability checks from Unum.
- Complete any tasks assigned to you by Unum.
- Remember to notify Unum and your department if you need an extension or if there is a discrepancy with a date.
- Notify your department when you are planning on returning to work.