

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Leave & Disability Coordinator*

**I. JOB INFORMATION**

**Job Title:** Leave & Disability Coordinator (CS 17)

**Job Class:** 31815

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under administrative direction handles all aspects of leave of absence tracking, changes and documentation to ensure compliance with all applicable laws and university policies, including but not limited to FMLA (Family Medical Leave Act), disability leaves and leaves without pay. Primary contact point for disability retirements and death claims.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Remain up to date on changes to Federal, State and local laws including FMLA regulations, ADA, OPERS and STRS disability parameters. Monitor compliance with federal, state, and local, regulatory, requirements.
- Maintain accurate information on all leaves including FMLA, parental leaves, military leaves and classified bargaining unit unpaid disability leaves. Coordinate disability claims with STD, LTD, OPERS and STRS.
- Recommend changes to Wright Way policies and university procedures pertaining to leaves of absence. Document FMLA and other leave processes and procedures.
- Maintain correspondence with employees who are on leaves of absence regarding their status relative to the continuation of benefits rights, to include rights under COBRA (Consolidated Omnibus Budget Reconciliation Act).
- Collect, document, and remit benefits premiums as necessary for employees on leaves of absence. Submit life insurance claims for accelerated benefits and death claims.
- Maintain the FMLA database, providing regular reports to Human Resources administration regarding employees on leaves of absence. Work with the Human Resources Information Systems analyst to revise and update the database as needed.
- Assist with training programs for supervisors and managers. Prepare training materials, reports, and other required documents.
- Research, resolve and respond to employee inquiries, regarding medical, dental, vision, life/disability plans, and other university benefits.
- Participate in new employee orientation.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

31800

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*