

## Medical Leave Contacts

The following employees are able to assist you with any questions you may have regarding the Medical Leave Kit, as well as medical leave or disability issues you may have. These individuals serve as primary contacts. If they are unable to help you, they will facilitate contact with the appropriate specialist(s).

### Pullman Campus

Nikki O'Brien, 335-2523 [neobrien@wsu.edu](mailto:neobrien@wsu.edu)

*If Ms. O'Brien is not available, please call 335-4521 for referral to other HRS personnel.*

### Spokane Campus

Diane Wick, 509-358-7553 [wickd@wsu.edu](mailto:wickd@wsu.edu)

Shannon Pottratz, 509-358-7999 [pottratz@wsu.edu](mailto:pottratz@wsu.edu).

Yvonne Montoya Zamora, 509-358-7554 [montoyazamora@wsu.edu](mailto:montoyazamora@wsu.edu)

### Tri-Cities Campus

Julie Nelson, 509-372-7302 [janelson@tricity.wsu.edu](mailto:janelson@tricity.wsu.edu)

### Vancouver Campus

Randy Boose, 360-546-9595 [boose@vancouver.wsu.edu](mailto:boose@vancouver.wsu.edu)

Merlinda Sain, 360-546-9587 [msain@vancouver.wsu.edu](mailto:msain@vancouver.wsu.edu)

### Subject Specialists

Shared Leave

Sally Wickizer, Human Resource Services, 335-1293 [wickizer@wsu.edu](mailto:wickizer@wsu.edu)

Long Term Disability, Worker's Compensation, and Medical Coverage

Jami Gecas, Benefit Services, 335-1760 [jdgecas@wsu.edu](mailto:jdgecas@wsu.edu)

Reasonable Accommodation - Human Resource Services

Ann Monroe, 335-3980 [monroea@wsu.edu](mailto:monroea@wsu.edu)

Leave Policy Questions - Human Resource Services

Ann Monroe, 335-3980 [monroea@wsu.edu](mailto:monroea@wsu.edu)

Medical Premium Payments – (HRS submits inquiries to Payroll)

Nikki O'Brien, 335-2523 [neobrien@wsu.edu](mailto:neobrien@wsu.edu)

Payroll Questions –

Brenda Bartlett, Payroll Services, 335-1617 [bartlett@wsu.edu](mailto:bartlett@wsu.edu)

WHO'S RESPONSIBLE FOR WHAT?	
Employee	<ul style="list-style-type: none"> <li>- Notifying supervisor of need for leave</li> <li>- Working with HRS and Benefit Services to fill out appropriate paperwork</li> <li>- Communicating with supervisor based on agreed upon "Call In Requirements"</li> <li>- Providing the <i>Work Assessment Form</i> when requested and necessary for return to work</li> </ul>
Department	<ul style="list-style-type: none"> <li>- Referring requests for medical leave to HRS</li> <li>- Ensuring that payroll documents are properly filled out, and submitted on a timely basis while employee is on leave</li> <li>- Contacting HRS with any questions about the leave or return to work process</li> </ul>
HRS	<ul style="list-style-type: none"> <li>- Counsel and advise employee and departments about medical leave and return to work processes</li> <li>- Communicate with employing department regarding request and status of leave</li> <li>- Assist with paperwork</li> <li>- Monitor process and paperwork for accuracy and timeliness</li> <li>- Coordinate efforts within HRS and Payroll</li> </ul>