

DELAWARE PHRST END USER PROCEDURES

Leave of Absence HRU-JOB-12

POLICY:

N/A

DEFINITIONS:

N/A

PROCEDURE:

ACTIONS:

Leave of Absence - Temporary unpaid absence from work. Employee may choose to retain some or all current Benefit Plans and pay for them or may suspend all coverage while on Leave of Absence (LOA). Puts an employee in an *HR Status* of Active, a *Payroll Status* of Leave of Absence and no Paysheet is built for the duration of the leave of absence.

Paid Leave of Absence - Temporary paid absence from work. Benefits coverage continues. Puts an employee in an *HR Status* of Active, a *Payroll Status* of Leave with Pay and Paysheets are built for the duration of the leave.

Return from Leave - Puts the employee back in a *Payroll Status* of Active when the employee returns to work after either a paid or unpaid Leave of Absence.

Leave Of Absence (LOA) Effective Dates

Before processing Leave of Absence transactions, review the following chart to determine the appropriate Effective Date:

Leave of Absence Reasons (Unpaid)	Effective Date
FMLA Medical Reasons Military Service Other Personal Reasons Sabbatical Leave Unauthorized Leave Union/Employee Organizations	If Leave extends beyond one full pay period, the Effective Date is the actual begin date. If Leave is less than a pay period, do not record the HR transaction. (Refer to: Human Resources Procedures Manual, Employee Benefits – Chapter 5) If Leave is less than a Pay Period, coordinate with Payroll and Time & Labor to adjust or accurately report the hours worked.
LOA w/o Benefits (Dropping all Benefits at the <u>beginning</u> of the LOA)	If using LOA w/o Benefits Before proceeding, review the Job Inquiry page to determine if the employee has multiple active records. If so, the PHRST Help Desk must enter the LOA w/o Benefits. Submit the appropriate Data Change Request (DCR) form. If not, and the LOA is

	longer than one full Pay Period, the Effective Date is the first day of the unpaid Leave.
Disability Pension Pending (Not applicable if employee is eligible for Short-Term Disability (STD) program)	The Effective Date is the first day after 3 months paid Leave. (Refer to the Disability Insurance Rules and Regulations: http://ben.omb.delaware.gov/) Used only when the Pension Office approval/disapproval is pending.
Unpd LOA/STD Pending	The Effective Date is the first day of unpaid Leave if STD claim was submitted but approval has not been received during the elimination period.
Workers' Compensation	The Effective Date is the first day of unpaid Leave while Workers' Compensation approval/disapproval decision is pending and at the conclusion of the Supplemental Pay.

Leave Of Absence (Unpaid) Transaction

- Insert a row on the *Job Data/Work Location* page with the *Effective Date* (as determined from the above chart) that LOA begins
- Select the *Action* of Leave of Absence
- Select the appropriate *Reason* for the Action:

NOTE: The *Reason* assigns the appropriate Event Class which ensures accurate administration of Benefits. All of the Reasons for LOA keep Benefits active except the *Reason* of LOA w/o Benefits.

Disability Pension Pending – Used when the employee’s Disability Pension has not been approved after 3 months paid LOA and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled. (Refer to the Disability Insurance Rules and Regulations: <http://ben.omb.delaware.gov/>)

Family and Medical Leave Act (FMLA) - Approved FMLA Leave of absence and the employee elects to maintain one or more benefit plans in which the employee is currently enrolled.

LOA w/o Benefits – Approved LOA, all Benefit coverage will terminate (including Leave for Time & Labor Organizations) until returning to work.

Medical Reasons – Approved Leave for medical reasons when the Leave extends beyond the FMLA eligibility period, or if the Leave is not FMLA eligible. The employee has elected to maintain one or more Benefit Plans in which they are currently enrolled.

Military Service - Approved Military Leave and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled.

Other - No other Leave of Absence Reason applies and the employee has elected to maintain one or more Benefit Plans in which the employee is currently enrolled.

Personal Reasons – Approved LOA for personal reasons and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled.

Sabbatical Leave – Approved LOA for Sabbatical Leave and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled.

Unauthorized Leave – Unauthorized Leave and the employee has elected to maintain one or more Benefit Plans in which the employee is currently enrolled.

Union/Employee Organizations – Approved LOA to participate in job-related Union/Employee Organization activities and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled.

Unpaid LOA/STD Pending – Places an employee on unpaid Leave of Absence with Short Term Disability pending when the employee:

- ✓ has submitted a claim for Short Term Disability
- ✓ has completed the elimination period
- ✓ is awaiting decision on Short Term Disability eligibility

Workers' Compensation – Used when Workers' Compensation claim is pending approval and the employee elects to maintain one or more Benefit Plans in which the employee is currently enrolled.

- If known, enter the date the employee is expected to return to work in the *Expected Return Date* field
- Check each Job Data page to make sure all data is correct

Time & Labor Organizations:

- On the *Employment Information* page, click the *Time Reporter Data* link, insert a row and enter the *Effective Date*. Change the *Time Reporter Status* to Inactive
 - If Payable Time has been generated in TL, the *Time Reporter Status* cannot be inactivated using the LOA Effective Date. Enter the first day of the next pay period as the *Effective Date* to inactivate the *Time Reporter Status*
- On the *Payroll* page change the *Holiday Schedule* to “DEL”
- On the *Benefits Participation Program* page remove the “TL” in *Elig Fld 5*
- Insert a row on the *Compensatory Plan Enrollment* page using the *Effective Date* on *Time Reporter Data* and change the status to Inactive.
- Insert a row on the *Assign Work Schedule* page using the *Effective Date* on *Time Reporter Data* and assign a *Blank Schedule*.
- Save the transaction
 - Once the transaction is saved, the system automatically inserts the following:
 - *Last Date Worked*: one day prior to the *Effective Date* of the Leave
 - *HR Status*: Active
 - *Payroll Status*: Leave of Absence or Leave with Pay
 - *Benefits Employee Status*: With Benefits, Leave With Benefits or Terminated depending on the Action/Reason selected.
- Add a New Note to the Notepad for the new *Job Data* row. Enter *Subject* and *Note Text* (detail) to support the Job row insert
- Coordinate the transaction with Benefits and Payroll

Employee Elects to Discontinue all Benefit Plans after Beginning an LOA

If an employee elects to discontinue all Benefit Plans after beginning an LOA **OR** the Benefit premiums are not paid by the employee:

- Review the *Job Inquiry* page to determine if the employee has multiple active records. If the employee has multiple active records, the PHRST Help Desk must enter the LOA w/o Benefits. Submit a **Data Change Request (DCR)** form.
- If there is just one active job record, insert a row on the *Job Data/Work Location* page with the *Effective Date* as the first of the month when Benefits will terminate.
- Select the *Action/Reason of Leave of Absence/LOA w/o Benefits*.
- Verify each Job Data page and update if needed.
- Save the transaction.
- Add a New Note to the Notepad for the new *Job Data* row. Enter *Subject* and *Note Text* (detail) to support the Job row insert
- Coordinate the transaction with Benefits and Payroll.

Paid Leave Of Absence Transaction

- Insert a row on the *Job Data/Work Location* page with the *Effective Date* that the Paid LOA begins
- Select *Action* of Paid Leave of Absence
- Select the appropriate *Reason*:

Disability Pension Pending - Used to place an employee on paid Leave during the 3 month disability period.

Family Medical Leave Act (FMLA) - Approved FMLA paid Leave of Absence.

Military Leave - Approved paid Leave of Absence for Military Leave.

Other- none of the other paid Leave of Absence Reasons apply.

Paid LOA/STD Pending - Places an employee on Paid Leave of Absence with Short Term Disability Pending when employee:

- ✓ has applied for Short-Term Disability
- ✓ has completed the elimination period
- ✓ is using accrued paid leave
- ✓ is awaiting decision on Short-Term Disability eligibility

Paid LOA/Short-Term Disability - Approved Paid Leave of Absence while receiving Short Term Disability.

NOTE: If the employee is already in a **Paid LOA/STD Pending Status** and the Short-Term Disability is approved, insert a row with the next higher Sequence number using the *Action/Reason* Paid LOA/Short Term Disability.

Sabbatical Leave – Approved Paid Leave for Sabbatical.

Suspension With Pay – Suspends an employee with pay.

Workers' Compensation – Approved Paid Leave for Workers' Compensation.

- If known, enter the date the employee is expected to return to work in the *Expected Return Date* field
- Check each Job page before saving to make sure all data is correct

Time & Labor Organizations:

- On the *Payroll* page change the *Holiday Schedule* to “DEL”
- Insert a row on the *Assign Work Schedule* page using the *Effective Date* on *Time Reporter Data* and assign a *Blank Schedule*.
- Save the transaction
 - Once the transaction is saved, the system automatically inserts the following field data:
 - *Last Date Worked*: one day prior to the *Effective Date* of the Leave
 - *HR Status*: Active
 - *Payroll Status*: Leave of Absence or Leave with Pay
 - *Benefits Employee Status*: Leave with Benefits
- Add a New Note to the Notepad for the new Job Data row. Enter Subject and Note Text (detail) to support the Job row insert
- Coordinate the transaction with Benefits and Payroll

Return from Leave of Absence

When an employee returns from a paid or unpaid Leave of Absence, enter the Return from Leave transaction

- Insert a row on the *Job Data/Work Location* page with the *Effective Date* of the day the employee returns to work
- Select the *Action/Reason* Return from Leave/Return from Leave or Return from Leave/Disability
- Check each Job page before saving to make sure all data is correct

Time & Labor Organizations:

- On the *Payroll* page, enter appropriate schedule in *Holiday Schedule*
- On the *Employment Data* page access the link to *Time Reporter Data* and insert a row. Enter the appropriate *Effective Date*, activate *Time Reporter Status*, and verify the *Workgroup* and *Taskgroup*. (Verify the *Commitment Accounting Flags* are checked. If not, contact the PHRST Help Desk)
- On the *Benefits Program Participation* page enter “TL” in *Elig Fld 5*
- Assign the employee to the appropriate Work Schedule
- Enroll the employee in a Comp Plan if applicable
- Save the transaction
 - Once the transaction is saved, the system automatically inserts the following field data:
 - *Human Resource Status*: Active
 - *Payroll Status*: Active
 - *Benefits Employee Status*: Active

- Add a New Note to the Notepad for the new Job Data row. Enter Subject and Note Text (detail) to support the Job row insert
- Coordinate the transaction with Benefits and Payroll

ADDITIONAL CONSIDERATIONS:

BAU-LOA-01 Administration of Benefits - Leave of Absence without Pay

TLU-LOA-24 Unpaid Leave of Absences

TLU-LOA-28 Return Employee from Unpaid Leave of Absence

SUPPORTING DOCUMENTS:

N/A