Key Questions in Determining Leave of Absence PROCESS, ACTION and REASON
(Leaves apply to absences of 15 or more consecutive calendar days)

(1) Is the absence one that could lead to a potential Leave that might run concurrent to FMLA (i.e., is the absence medical, childrearing, adoption, disability/extended medical, OIL (FOP) or special (AAUP)?

- If NO
  - follow Process “-A-”
  - Action is either “Leave with Pay” or “Leave without Pay”
  - Reason is self-explanatory (Paid or Unpaid: military, personal, educational, administrative, union, professional, academic/sabbatical, special (AAUP))
- If YES, continue with step 2.

(2) Is the absence medical or non-medical (i.e., childrearing or adoption)?

- If non-medical and employee is not FMLA eligible –
  - send U.S. Dept. of Labor Designation Form (WH 382) to employee within 5 business days of notice/request
  - follow Process “-A-
  - Action is “Leave without Pay” or “Leave with Pay” if employee uses vacation
  - Reason is either Paid or Unpaid “Adoption”, Paid or Unpaid “Childrearing” or see AAUP collective bargaining agreement

- If non-medical and employee is FMLA eligible
  - follow Process “-B-”
  - Action is “Leave without Pay” or “Leave with Pay” if employee uses vacation
  - Reason is either paid or unpaid “FMLA-Adoption”, paid or unpaid “FMLA-Childrearing” or see AAUP collective bargaining agreement

- If absence is medical, continue with step 3.

(3) (Should only be a medical absence to be at this step) Is the employee FMLA eligible?

- If employee is FMLA eligible
  - follow Process “-C-”
  - Action is “Leave with Pay” or “Leave without Pay”
  - Reason is either “Paid or Unpaid FMLA-Med/sick–EE”, “Paid or Unpaid FMLA-Med/sick-FAM”, “Paid FMLA–OIL(FOP)”, or “Paid or Unpaid Special (AAUP)”

- If employee is not FMLA eligible
  - follow Process “-D-”
  - Action is “Leave with Pay” or “Leave without Pay”
  - Reason is either “Paid or Unpaid Med/sick–EE”, “Paid or Unpaid Med/sick-FAM”, “Paid OIL (FOP)” or “Paid or Unpaid Special (AAUP)”

Updated 10/8/12
Key Questions in Determining Leave of Absence PROCESS, ACTION and REASON
(Leaves apply to absences of 15 or more consecutive calendar days)

-A-
Process for:
Leaves that DO NOT run concurrent with FMLA

1. Dept./org unit initiates PCR using appropriate UC Flex Leave Action and Reason.
2. PCR follows current workflow for approval.
3. The system automatically updates Leave Action and Reason in UC Flex.
4. Dept./org unit responsible for monitoring and updating Leave ACTION (e.g., with or without pay), REASON (e.g., Paid or Unpaid Military, etc.), EXTENSION and RETURN.
Key Questions in Determining Leave of Absence PROCESS, ACTION and REASON
(Leaves apply to absences of 15 or more consecutive calendar days)

-B-
Process for:
Non-medically related Leaves (e.g., Childrearing, Adoption) that may* run concurrent with FMLA

1. Dept./org unit determines if employee is FMLA eligible.
   a. If not FMLA eligible, dept./org unit sends employee U.S. Department of Labor Designation Form (WH 382) within 5 business days of notice/request and follows steps for “Process -A-” above.
   b. If FMLA eligible, continue with step 2.

2. Dept./org unit sends required documents to employee within 5 business days of notice/request:
   • U.S. Department of Labor Designation Form (WH 382)
   • Cover letter
   • Employee Rights and Responsibilities document

3. If absence is 15 consecutive calendar days or more, dept./org unit initiates PCR using appropriate Leave Action and Reason.

4. PCR workflow includes current approvers PLUS Leave of Absence Administrator who will approve, return or reject PCR.

5. The system automatically updates Leave Action and Reason in UC Flex.

6. Dept./org unit responsible for monitoring and updating Leave ACTION (e.g., With or Without pay),REASON (e.g., Paid or Unpaid FMLA-Adoption, etc.), EXTENSION and RETURN.

* Depending on employee’s FMLA eligibility.
Key Questions in Determining Leave of Absence PROCESS, ACTION and REASON
(Leaves apply to absences of 15 or more consecutive calendar days)

-C-

Process for:
Medically-related Leaves that run concurrent with FMLA

1. Dept./org unit determines employee is FMLA eligible (instructions for non-FMLA eligible employees follow below for “Process -D-”).
2. Dept./org unit completes Provisional Designation Notice Form and sends to HR within 5 days of notice/request.
3. Dept./org unit sends required documents to employee within 5 business days of notice/request:
   - Certification of Health Care Provider (CHCP) Form
   - Cover letter
   - Employee Rights & Responsibilities document
4. Employee’s health care professional completes CHCP and provides to University Health Services (UHS).
5. UHS notifies HR via Medical Review Form once CHCP review is complete.
6. HR sends Medical Review Form to dept./org unit.
7. Dept./org unit sends U.S. Department of Labor Designation Form (WH 382) to employee within 5 business days of receipt of Medical Review Form.
8. If absence is 15 consecutive calendar days or more, dept./org unit initiates PCR with appropriate Action and Reason using dates on Medical Review Form.
9. PCR workflow mirrors other Leave Actions AND includes Leave of Absence Administrator who approves, returns or rejects PCR.
10. The system automatically updates Leave Action and Reason in UC Flex.
11. Dept./org unit responsible for monitoring and updating Leave ACTION (e.g., with or without pay) REASON (e.g., Paid or Unpaid FMLA – Med/sick– EE → Paid or Unpaid Med/sick – EE, etc.), EXTENSION and RETURN.
Key Questions in Determining Leave of Absence PROCESS, ACTION and REASON
(Leaves apply to absences of 15 or more consecutive calendar days)

-D-

Process for:
Medically-related Leaves that do not run concurrent with FMLA

1. Dept./org unit determines employee is not FMLA eligible.
2. Dept./org unit completes Provisional Designation Notice Form and sends to HR within 5 days of notice/request.
3. Dept./org unit sends employee Certification of Health Care Provider (CHCP) Form and U.S. Department of Labor Designation Form (WH 382) within 5 business days of notice or as outlined in the applicable collective bargaining agreement.
4. Employee’s health care professional completes CHCP and provides to University Health Services (UHS).
5. If absence is 15 consecutive calendar days or more, dept./org unit initiates PCR with appropriate Action (e.g., With or Without Pay) and Reason (e.g., Paid or Unpaid Med/sick-EE or Paid or Unpaid Med/sick-FAM).
6. Current PCR workflow plus Leave of Absence Administrator approves, returns or rejects PCR.
7. The system automatically updates Leave Action and Reason in UC Flex.
8. Dept./org unit responsible for monitoring and updating Leave ACTION (e.g., With or Without Pay), REASON (e.g., Paid or Unpaid Med/sick-EE, etc.), EXTENSION and RETURN.