Title: Senior Leave Administrator

Pay Scale Group: 16

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, review, analyze and evaluate Leave of Absence requests. Responsibilities include employee and supervisor counseling on leave of absence policies and processes (i.e., medical, non-medical, military, etc.), UCFlex updates, employee-supervisor communication and leave tracking. Ensure compliance with applicable federal and state laws and University policies.

Characteristic Duties

- Administer leaves; including classification of leave type, verify eligibility, determine leave approval; calculate leave length and coordinate applicable leaves including integration with state leave laws and workers compensation.
- Provide pre-leave counseling and act as “case manager” for all leave types.
- Monitor maximum duration of leave and administer return to work process.
- Update UC Flex; prepare reports and conduct audits; analyze system data to identify errors and resolve.
- Responsible for all communications with the employee, supervisor, HRSC, payroll and/or University Health Services.
- Invoice and collect payments from employee’ file Long Term and Life Premium waiver claims.
- Collaborate with supervisor to improve efficiency and quality of service delivery (i.e., enhanced automation, streamline processes, and quality initiatives.).
- Responsible for maintenance and implementation of leave of absence policies and procedures.
- Administer the University’s Leave Donation Program.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Unusual Working Conditions

- None.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in administering FMLA leave. Experience may include at least one (1) year of supervision.

Last updated: August 2009