

Leave of Absence Overview

FMLA/Short Term Disability/Personal LOA

For Leaders Transitioning from Ascension

Kelly Gozdecki, Manager - Leave Management Services



Leave Management Services (LMS)

Aspirus System Department

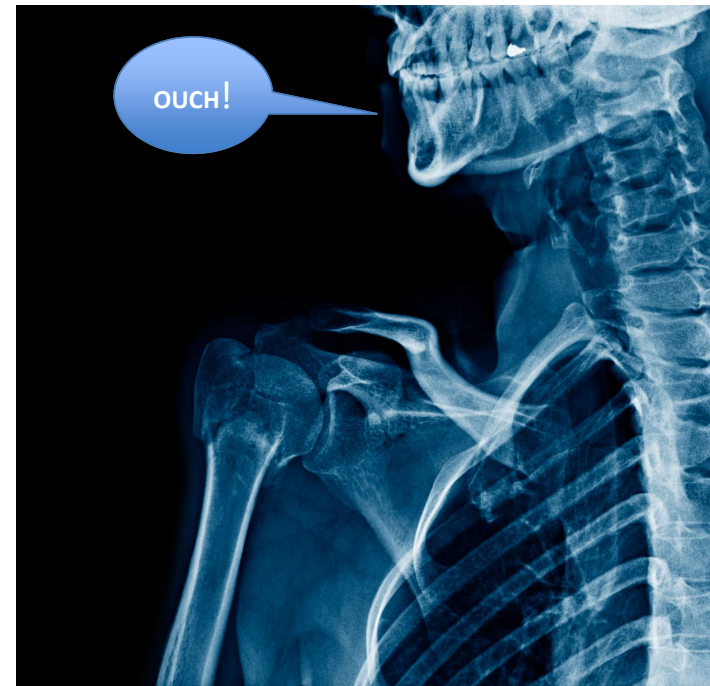


Administration of all leaves, system wide, in accordance with State/Federal laws, as well as organizational policies/procedures.

Leave Management Services (LMS)

Aspirus System Department

- Family Medical Leave (FML) - State of WI/Federal
- Short Term Disability (STD) claims
- Leave of Absences (LOA) - medical, personal, military
- Long Term Disability (LTD) claims (beyond 180 days)
- Restrictions and Accommodations (Americans with Disabilities Act - ADA)



Ascension Transition

- All upcoming leaves (August 1 or later) and current intermittent leaves will need to be recertified through LMS as of August 1st
- Historical data regarding FML time used in the previous 12 months will be transferred to LMS
- Managers will receive Leave Information regarding their direct reports sent to their Aspirus email starting August 1
- **Exception to the current process:**
 - All employees on a continuous leave as of Aug 1st, 2021 will continue to be monitored and paid by Sedgwick
 - Kronos entries for PTO elections will be made for Employees that remain off work beyond Aug 1st
 - Disability benefits will continue to be paid by Sedgwick (with W2 sent from Sedgwick)

Ascension Transition

- Transitioning employees that require a leave in the month of **August** can reach out to LMS as of July 1 to start the leave process prior to August 1
- Aspirus LMS will work closely with the Ascension Leave team to coordinate any leave requests for August
- Employees that request a leave for a future date starting after Aug 30th should wait to contact LMS after Aug 1 for the appropriate paperwork
- As of **July 1st**, Employees are welcome to contact Aspirus LMS via email at leavemanagementservices@aspirus.org to request information about the leave process for any post Aug 1 intermittent, maternity or medical leaves

LMS Responsibilities

- Compliance with FMLA regulations
- Follow company leave policies
- Short Term Disability/Long Term Disability Plans
- Track Leave Status/Return to Work/Accommodations
- Notify employee/Manager/HR of status changes
 - Leave of Absence (potential job posting)
 - Benefits Exhaustion and initiate next steps
- Update Timecards (Kronos) - **once leave is approved**
 - **Exception**: Employees on a current continuous leave through Sedgwick crossing over Aug 1st will continue to be paid by Sedgwick and will be sent a W2 from Sedgwick
 - LMS will enter PTO supplementation in Kronos for transitioning employees on a continuous leave

Compliance

- Managers can be held personally and civilly responsible for violating FML guidelines
 - Possible Medical reasons (don't assume)
 - Confidentiality
 - No retaliation
 - No work during FML (unless approved by Provider)
 - Return to same or equivalent position (same benefits)
- Forward all Medical related notices to LMS
 - Note: ADA prohibits medical information (i.e. off work slips) be included in personnel files



Compliance

- Documented call-in procedures (Post and/or Provide to Employees)
 - Reminder of Dual Call-in to department and LMS
- Refer to LMS
 - if workers mention that they have chronic conditions such as arthritis, asthma or depression, etc..; these conditions could qualify for FMLA leave
- Reminders that FML pre-scheduled time off requires approval
- Refer employees to online information

QUESTIONS

Responsibilities

Employees

- 30-day notice
- Coordinate time off
- Submit paperwork
- Provide updates
- Return to Work Release
- Comply with call-in procedures (Intermittent)

Managers

- Refer employee to LMS
- Watch emails
- Approve/Deny Personal Leave of Absence
- Approve/Deny Restrictions (Employee Health can assist - Essential Functions)
- **Review Timecards**
- Work with HR

Kronos and Payroll

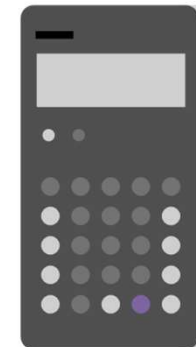
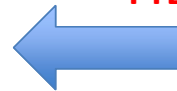
- Audit Timecards prior to Sign off
 - LMS will Enter time in Kronos Once a claim is **approved**,
****follow the department's payroll process for missed time****
- Kronos – Pay codes (multiple codes same period)
 - “**Payment**” Codes (PTO-FML STD, STD, Sick banks)
 - “**Designation**” Codes (FML, Leave of Absence, Military)
- API or other automated scheduling system that uploads to Kronos
 - Remove “PTO” or “PTO–Sick” **once leave is approved**
 - Use “FML” or “Sick” which will not pull PTO from their banks



Kronos and Payroll

| Pay Code | Amount | In | Tr... | Out S... | Daily | Period |
|------------------|--------|----|-------|----------|-------|--------|
| | | | | | | |
| FML | 40.0 | | | | | |
| STD 66.67-FML | 40.0 | | | | 40.0 | 40.0 |
| | | | | | | 40.0 |
| | | | | | | 40.0 |
| | | | | | | 40.0 |
| | | | | | | 40.0 |
| | | | | | | 40.0 |
| | | | | | | 40.0 |
| FML | 32.0 | | | | | |
| PTO-FML STD | 10.67 | | | | | |
| STD 66.67-FML | 32.0 | | | | 42.67 | 82.67 |
| | | | | | | 82.67 |
| | | | | | | 82.67 |
| | | | | | | 82.67 |
| Leave of Absence | 8.0 | | | | | |
| PTO-LOA | 8.0 | | | | 16.0 | 98.67 |
| | | | | | | 98.67 |

This example shows a 1.0
FTE/40 hour per week
Timecard



QUESTIONS

Intranet

Once access is established

Life & Career > Employee Benefits > Employee Leave

EMPLOYEE BENEFITS

[Overview](#)

[Retirement](#)

[Employee Discounts](#)

[Benefit Documents &
Forms](#)

[Exciting New
Programs for 2021!](#)

[Employee Leave](#)

Employee Leave

Aspirus Leave Management Services helps you navigate your needs related to:

- [Family Medical Leave](#)
- [Short Term Disability](#)
- [Personal Leave of Absence](#)
- [Military Leave](#)

There is a My Leave online portal that provides you access to your leave information. The portal requires registration and can be accessed from anywhere you have internet access. Please click the link below to access a document containing registration information and additional details about how to use the portal.

[My Leave Portal](#)

[My Leave Portal Overview](#)

Once you have registered, you can [log in](#) to access your "My Leave" dashboard from which you can:

- Make leave requests
- Receive leave notifications
- Have forms sent directly to your "My Leave" inbox
- Verify your leave status
- View, print, or save forms and notices.

PolicyStat

Once access is established

- **Leave of Absence Policy**
 - PolicyStat ID: 9149093
 - Official copy at <http://aspirusinc.policystat.com/policy/9149093/>
- **Family Medical Leave Policy**
 - PolicyStat ID: 6993313
 - Official copy at <http://aspirusinc.policystat.com/policy/6993313/>



My Leave Portal

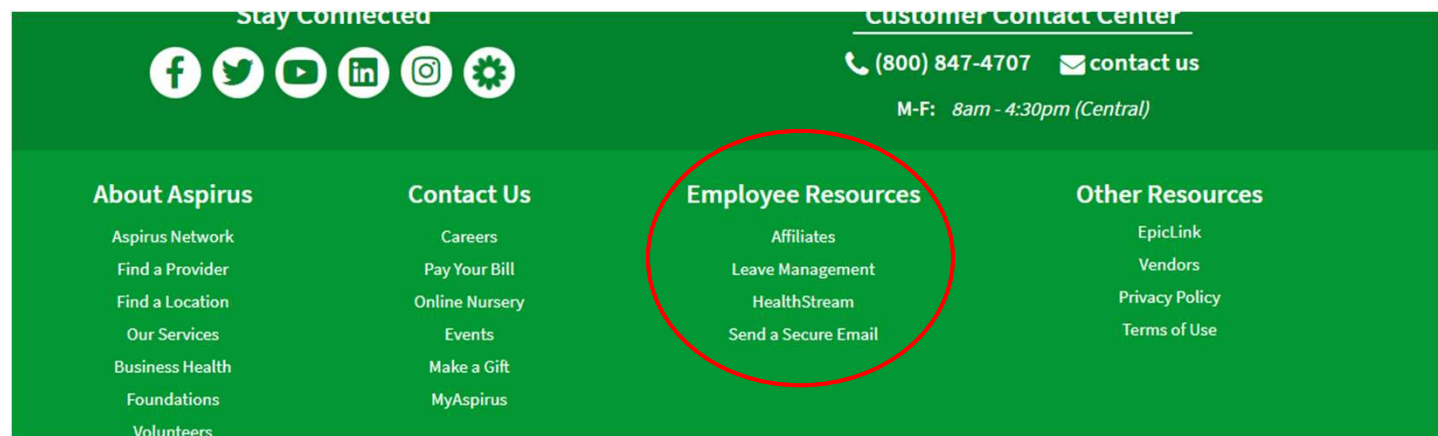
Accessible via the Web at anytime

Employees/leaders can access MyLeave Portal 24/7

Instructions and Portal located at:

<https://www.aspirus.org/leave-management-services>

Or go to Aspirus.org, scroll to the bottom



My Leave Portal

<https://itimebank.com/myleave/login.aspx>

The screenshot displays the 'MyLeave Registration' portal. On the left, there is a blue header with the Qcera logo. Below the logo, the text 'MyLeave Registration' is displayed, followed by a row of social media icons, the text 'Version: 7.2.7', an 'SSL Secured Site' badge, and a 'powered by Qcera' logo. The main content area is a blue box containing a registration form. The form has a yellow header with the instruction: 'Please enter all information below and click "Next" to continue.' Below this are four input fields, each with a red asterisk on the right: 'Last Name', 'Company Employee ID', 'Date of Birth (mm/dd/yyyy)', and 'Last 4 digits of your SSN'. At the bottom of the form are two buttons: 'Cancel' (grey) and 'Next' (blue). The footer of the blue box contains '© 2021 Qcera, Inc.' on the left and a 'Privacy Policy' link on the right.

My Leave Portal

KELLY DOREEN GOZDECKI
MANAGER - SYSTEM LEAVE
MANAGEMENT

Last Login: 1/20/2021 9:28:36 AM

Dashboard
My Leave
My Staff
Leave Report
Employees on Leave
View/Print Forms
Preferences
Log out

MY LEAVE

Request New Leave
Add/Extend Dates for a Leave

Absence History
Switch View

| Absence Type | Absence Begin/End | Duration | Status |
|---|--------------------------|----------|----------|
| (No New Leave Request) | | | |
| All leaves where the end date is within the last 3 years are displayed below. | | | |
| Family Medical Leave (Parent) | 07/01/2020 to 07/04/2020 | 0.60 wks | Approved |

Total Number of Records: 1

Account Balance

Approved
Pending
Available

FML - Fed
01/27/2020 to 01/26/2021
11.40 wks

FML - WI-EE
01/01/2019 to 12/31/2019
1.20 wks
0.80 wks

FML - WI-Family
01/01/2020 to 12/31/2020
0.60 wk
1.40 wks

Personal
01/27/2020 to 01/26/2021
90.00 days

Military
01/27/2011 to 01/26/2021
60.00 mos

Non-FML Medical
01/27/2020 to 01/26/2021
12.00 mos

STD/Ext. Leave
01/27/2020 to 01/26/2021
365.00 days

QUESTIONS

Example – Initial Request Email

Note: From *itimebank.com*

From: Kelly Gozdecki [mailto:itimebank@itimebank.com]
Sent:
To:
Subject: MOUSE, MINNIE - 1234 : Family Medical Leave Request

Attention: You have received this email from someone outside of Aspirus. Please use caution responding, opening attachments or clicking on links. Forward this email to Phish Tank if you are uncertain about it, if it asks for an account validation, password reset, or claims to be a security alert.

Please be advised that MINNIE MOUSE has requested a Family Medical Leave (FML) as outlined below:

| | |
|-----------------------|--------------------------------------|
| Reason: | Serious Health Condition |
| Leave Requested as: | Continuous / Self |
| Requested Start Date: | 05/24/2018 |
| Estimated End Date: | 05/28/2018 (TBD based on evaluation) |

MINNIE was notified to submit supporting documentation in order for this leave to be reviewed. Dates listed above are estimates only pending receipt of supporting documentation.

Employees are required to give at least 30 days advance notice of the need to take FML when they know about the need for the leave in advance or as soon as it is possible and practical to do so. For planned medical treatment, employees must consult with their employer prior to scheduling the treatment to determine a schedule that minimizes disruption to the employer's operations. Please contact Leave Management Services if these employee obligations have not been met and you are unable to accommodate this FML request.

If an employee fails to satisfy their obligations under the FML, their leave request may be delayed. Any absences that are not covered under the FML would be considered unexcused and would be subject to the employer's attendance policy.

If you or your employee have questions regarding these FML obligations or the notification process, please contact Leave Management Services at (715) 748-8115 or (888) 833-2552 or email leavemanagementservices@aspirus.org.

Once all required documentation is submitted and reviewed, you will receive notification of approval or denial of leave dates for this request, provided we do not receive a response from you that this leave is unable to be accommodated, based on FML obligations.

Response may be required.

Thank you,

Leave Management Services
Aspirus Medford Hospital & Clinics

Example – Approval Notice Email

From: Kelly Gozdecki [mailto:itimebank@itimebank.com]
Sent:
To: Kelly Gozdecki
Subject: MOUSE, MICKEY - 2222 : Leave Approval

Attention: You have received this email from someone outside of Aspirus. Please use caution responding, opening attachments or clicking on links. Forward this email to Phish Tank if you are uncertain about it, if it asks for an account validation, password reset, or claims to be a security alert.

Please be advised that MICKEY MOUSE'S request for Non-FML Medical Leave (Not Protected) has been **approved** as outlined below:

| | |
|------------------------|---|
| Leave Type: | Non-FML Medical Leave (Not Protected) |
| Leave Approved as: | Continuous |
| Approved Leave Period: | 04/23/2018 through 06/28/2018 (TBD based on next appt.5/20) |

At this time the employee is expected to return on their first scheduled workday following 06/28/2018.

NOTE: *All Leave of Absences (LOA) that are running concurrently with Short-Term disability benefits will be automatically approved. The approval does not guarantee the employees position while they are on leave. Department leaders should consult Human Resources if there are concerns with the LOA's impact on department operations.*

If you have any questions, please contact Leave Management Services at (715) 748-8115 or (888) 833-2552 or email leavemanagementservices@aspirus.org.

No response is required.

Thank you,

Leave Management Services

Example – Accommodation Request

From: Kelly Gozdecki [mailto:itimebank@itimebank.com]
Sent:
To:
Subject: MOUSE, MICKEY - 2222 : Job Accommodation Request Received

Attention: You have received this email from someone outside of Aspirus. Please use caution responding, opening attachments or clicking on links. Forward this email to Phish Tank if you are uncertain about it, if it asks for an account validation, password reset, or claims to be a security alert.

Please be advised that MICKEY MOUSE may have a need for a reasonable accommodation under applicable federal and/or state law.

This email is notification that a temporary hours/light duty/transitional work assignment has been received that allows MICKEY MOUSE to perform the duties as detailed below.

Requested Dates: 05/20/2018 through 06/02/2018
Never work overhead with left arm, no lifting
Temporary Work Requested: more than 10 pounds, frequent use of left arm
(34 – 66%)

Please review the hours/light duty/transitional work assignment and advise if you are or are not able to accommodate these temporary work restrictions.

If you have any questions, please contact Leave Management Services at (715) 748-8115 or (888) 833-2552 or email leavemanagementservices@aspirus.org.

Response is required.

Thank you,

Leave Management Services
Aspirus Medford Hospital & Clinics

Final Thoughts



Where do you refer employees that need extended or intermittent time off?

Why are Timecard (Kronos) Audits important?

Where can you go to find more information on Leave Benefits?

Who can assist with restrictions?

Final Thoughts

Answers

Where do you refer employees that need extended or intermittent time off?

Leave Management Services

Why are Timecard (Kronos) Audits important?

Employee Pay is affected; No blank timecards; enter Sick Codes if Leave is not approved

Where can you go to find more information on Leave Benefits?

Intranet, Policy Stat, My Leave Portal, Aspirus.org (Leave Management)

Who can assist with restrictions?

Employee Health

Contact Information



Phone: 715-748-8115 or
888-833-2552

Extension: 18115

Fax: 715-841-4300

E-mail:

leavemanagementservices@aspirus.org

QUESTIONS