

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), special (AAUP) or Paid Parental Leave (PPL – 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), or PPL (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-Emp”, “Paid or Unpaid FMLA-Med/sick-Fam”, “Paid FMLA–OIL(FOP)”, “Paid or Unpaid Special (AAUP)” or Paid FMLA-PPL (AAUP)
 - If employee is **not FMLA** eligible

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- follow **Process “-D-”**
- **Action** is “Leave with Pay” or “Leave without Pay”
- **Reason** is either “Paid or Unpaid Med/sick-Emp”, “Paid or Unpaid Med/sick-Fam”, “Paid OIL (FOP)”
“Paid or Unpaid Special (AAUP)”, or Paid Non-FMLA-PPL (AAUP)

-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

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-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. HR Data Ops processes Leave Action and Reason in UC Flex. 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 Human Resources.
5. HR sends Medical Review Form to dept./org unit.
6. 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.
7. 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.
8. 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– Emp → 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 Human Resources.
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-Emp 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-Emp, etc.), EXTENSION and RETURN.