

# Family Medical Leave (FMLA)

## Personnel Administration Quick Reference Guide

### Two Roles in Process

- **HR Master Data Maintainer** enters LOA action.
- **FMLA Event Maintainer** associates absences to FMLA and creates FMLA event in Workbench.

### Before you Begin

- IT0000** – View employee’s last action to verify eligibility for requested FMLA.
- PT50** – Check leave balance if employee plans to use leave for part or all of the absence.
- CATS\_DA** – Verify that time has been entered, released, and approved.
- Check for **agency-specific benefits** and set up procedures for payment continuation or termination of benefits.

### FMLA Employee Using Leave:

#### Time Entry on PA IT2001 -- NOT Timesheets

- Enter ‘From’ and ‘To’ dates to span actual number of hours on paid leave or unpaid leave.
- Can enter only one leave type during action; to enter other leave types, use PA30, select leave type, and enter applicable ‘From’ and ‘To’ dates.

### General Steps

- Using **ZPAA076**, create Workflow for LOA with FMLA reason.
- Receive approval in Inbox and process Infotypes.
  - IT0000 Actions** – Save
  - IT0001 Organizational Assignment** – Save (See Short Term Disability section for info on Contract field.)
  - IT0019 Monitoring of Task**
    - Set reminder for estimated return date.
    - Use PA30 for additional reminders , e.g., leave depletion date.
  - IT0040 Objects on Loan** – Delimit or bypass.
  - IT0007 Planned Working Time** – Make required changes to Work Schedule Rule and Positive Time. **NOTE:** Do not skip this infotype.
  - Absences pop-up**
    - Select 9400 or leave type.
    - 2001 – Enter dates to correspond with either the unpaid leave or the leave that the employee wants to use.
    - Close the Pay-Out pop-up if no pay-out or select a payout type.
  - Explicitly complete the **workflow** item.

### IT0007 – Planned Working Time

- Work Schedule Rule**
  - Full-time – must be coded D01N08GN (5-day workweek, 8-hour day)
  - Part-time – enter ‘3’ in ES Grouping and select appropriate schedule
- Time Management Status** – must be coded Positive for all employees on Leave of Absence

### Online References

- **BPP – Processing FMLA Events** - [http://help.mybeacon.nc.gov/beaconhelp/Human\\_Resources/Time/r\\_PTFMLA\\_Processing\\_FMLA\\_Events.htm](http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/r_PTFMLA_Processing_FMLA_Events.htm)  
Includes Creating an FMLA request (or record), Approving an FMLA request, and attributing absences to an approved FMLA request
- **Job Aid – Handling Benefits While on LOA** [http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf\\_HBR\\_LOA\\_Benefits\\_Administration\\_Job\\_Aid.pdf](http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf_HBR_LOA_Benefits_Administration_Job_Aid.pdf)

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### Holiday Leave Falls Within FMLA Time Span

Must create additional IT2001 infotypes to use Holiday Leave while on FMLA

#### EXAMPLE:

- ✓ Employee plans to use 160 hours of vacation leave starting 07/01/2008
- ✓ Spans 4<sup>th</sup> of July holiday on Friday, 7-4-2008
- ✓ In the action, first use:
  - IT2001, subtype 9000 (**Approved Leave** – 24 hours)
    - Start: 07/01/2008
    - To: 07/03/2008
- ✓ After the action is completed, take the following steps using the PA30:
  - PA30, IT2001, subtype 9300 (**Holiday** – 8 hours)
    - Start: 07/04/2008
    - To: 07/04/2008
  - PA30, IT2001, subtype 9000 (**Approved Leave** – 136 hours)
    - Start: 07/07/2008
    - To: 07/29/2008
  - PA30, IT2001, select appropriate subtype for the remaining leave of absence

### Benefits

- Employee receives form from agency to continue or not continue benefits while on leave without pay.
- Employee makes payments to BEST or vendor, based on benefit type.

### Short Term Disability

#### Moving from FMLA to STD

- If 60-day waiting period not expired
  - Enter new LOA for 60-day period
  - Set task reminder for end with note if retro back to FMLA start date
- If/when 60-day waiting period expires
  - Enter new LOA for STD Leave or Regular

#### IT0001 Contract field

- Leave blank if employee meets any of the following criteria:
  - 5 or more years creditable service
  - Using leave
  - On FMLA
- If employee is not using leave and has less than 5 years creditable service:
  - Select **SHP-STD < 5 Rtmnt** from drop-down list
- **Note:** If leave is exhausted before employee returns to work, create new Action (LOA, Reason STD Regular) and select Contract field as described above.