

EMPLOYEE

LEAVE OF ABSENCE PROCESS - REFERENCE GUIDE

FMLA and Non-FMLA Medical Leave of Absence (LOA) for Your Own Serious Health Condition	<i>Follow this process if you are out sick for your own illness or injury for more than 5 consecutive work days</i>							
	Notify Manager of your need to take a LOA for your own medical reasons	Obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	You and your health care provider (HCP) complete forms: 1. Request a Medical, Child Care or Military LOA and 2. Form # 2677 Certification of Health Care Provider for Employee's Serious Health Condition	Submit completed forms to the Leave Administrator (LA) for your facility 30 days before your LOA is to begin. Designation as FMLA in 5 work days.	Inform LA and Manager of changes to your expected return to work date at least 3 days BEFORE the original date arrives	Provide LA with medical note supporting the change in the expected return to work (RTW) date as needed.	At least 3 business days before your expected return to work date, provide LA with a Fitness for Duty letter from your HCP indicating that you are fit to return to work.	Inform your Manager of the date you expect to return so you may be returned to the schedule. Report to OHS as indicated below and return to work on the date you are expected to return.
FMLA and Non-FMLA Medical Leave of Absence (LOA) for the Care of Family Member With a Serious Health Condition	<i>Follow this process if you need a LOA to care for a parent, spouse/domestic partner, child under 18 years of age or child over 18 years of age if incapable of self-care.</i>							
	Notify Manager of your need to take a LOA to care for a qualified family member.	Obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	You and your family member's health care provider complete forms: 1. Request a Medical, Child Care or Military LOA and 2. Form # 2678 Cert. of Health Care Provider for a Family Member's Serious Health Condition	Submit completed forms to the Leave Administrator for your facility 30 days before your LOA is to begin. Designation as FMLA in 5 work days.	Only 12 weeks in 12 months of FMLA to care for a qualified family member is permitted.	Inform Leave Administrator and Manager of changes to your expected return to work date at least 3 days BEFORE the original date arrives	At least three days before you are expected to return to work, inform the LA so the LA can notify your manager to return you to the schedule In most cases an OHS clearance is <u>not needed</u> when returning from caring for a family member Report to your department for work on the date you are expected to return.	
Child Care Leave of Absence	<i>Follow this process if you want to take a child care leave of absence</i>							
	Notify Manager of your need to take a Child Care (CC) LOA Notify LA of Need for CC LOA	Obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	Complete form: Request a Medical, Child Care or Military LOA – SR71 Submit form to LA. Provide Birth Certificate	Keep in touch with your Manager at least every three months to confirm your intentions to return. Group 12 may extend twice. Must be one continuous LOA.		At least 6 weeks before you are expected to return to work, inform the Leave Administrator and your Manager so you can be returned to the schedule; and informed of any credentialing; and/or training needed.	Report to your department for work on the date you are expected to return.	
Workers' Compensation Leave of Absence	<i>Follow this process if you need a leave of absence due to a work-related injury or illness</i>							
	Notify your Manager you have been involved in a work-related incident	Seek medical treatment if needed.	Obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	Submit Employee Report of Injury form to your Manager. Complete Pay Options Form	Seek a workers' compensation claim number from LA if out or injured. Seek a workers' compensation health care provider for treatment at www.nycwcb.gov .	Submit all medical notes from health care provider indicating your expected return to work date. Seek extensions BEFORE the medical note expires.	Follow Return to Work procedure below.	
Return to Work Process	<i>Follow this process to return to work if you were out for your own medical reasons and you work in a facility that houses patients</i>							
	Obtain medical note from your health care provider stating the date on which you are fit to return to work (RTW)	Send a copy of that note to your Leave Administrator (LA). LA will notify Supervisor of RTW date indicated in the note from your HCP so you can be returned to the schedule as of the date cleared by OHS.	If medical note has restrictions, you must seek a Reasonable Accommodation. Obtain OHS Referral/ Clearance Form from LA.		Report to OHS with the Referral/ Clearance Form. LA will also send Referral form to OHS at the facility where you work. Report to your Department Manager to begin work on the date you are expected.		KEY: LA – Leave Administrator HCP – Health Care Provider RTW – Return to Work LOA – Leave of Absence OHS – Occupational Health Services	

MANAGER

LEAVE OF ABSENCE PROCESS - REFERENCE GUIDE

FMLA and Non-FMLA Medical Leave of Absence (LOA) for Your Own Serious Health Condition	<i>Follow this process if your employee is out sick for his/her own illness or injury for more than 5 consecutive days</i>						
	Expect Leave Administrator (LA) to notify you by email of employee's request for a LOA OR inform employees to notify LA.	Inform employees they may obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	LA requests leave balances from Timekeeping. You will receive notice from LA with instructions about how to code timesheet.	Manager will receive updates from LA about employee's status.	If you learn about an employee on an unauthorized LOA, inform LA and follow AWOL procedures, if you hear nothing from the employee Employee is expected to inform Manager of the date employee is expected to return to work so employee can be returned to the schedule.	LA will notify Manager of date employee is cleared to RTW. Employee must report to OHS to be cleared to return to work.	Leave Administrator will change the employee to "active" status in PeopleSoft on the date that OHS clears employee to RTW.
FMLA and Non-FMLA Medical Leave of Absence (LOA) for the Care of Family Member With a Serious Health Condition	<i>Follow this process if your employee is on a LOA to care for a parent, spouse/domestic partner, child under 18 years of age or child over 18 years of age if incapable of self-care.</i>						
	Expect Leave Administrator (LA) to notify you by email of employee's request for a LOA OR inform employees to notify LA.	Inform employees they may obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	LA requests leave balances from Timekeeping. You will receive notice from LA with instructions about how to code timesheet.	Only 3 Family Sick Days can be used Manager will receive updates from LA about employee's status.	If you learn about an employee on an unauthorized LOA, inform LA and follow AWOL procedures, if you hear nothing from the employee Employee is expected to inform Manager of the date employee is expected to return to work so employee can be returned to the schedule.	LA will notify Manager of date employee is ready to RTW. In most cases Employee <u>need not</u> report to OHS to be cleared to return to work.	LA will confirm the employee's return date in writing to employee and manager and enter that date in PeopleSoft to return employee to "Active" status. Employee returns to work on the date expected to return.
Child Care Leave of Absence	<i>Follow this process if your employee is on a child care leave of absence</i>						
	Employee will notify Manager LA will notify Manager	Forms at Employee Resources Center	Employee may take up to 4 years for one child and 3 years for all others. Must be one continuous LOA.	Employee is expected to keep in touch with Manager at least every three months during Child Care LOA Group 12 may extend twice.	At least 6 weeks before expected RTW date, Employee is expected inform the LA and Manager so employee can be returned to the schedule; and informed of any credentialing; and/or training needed	Employee does not need OHS clearance, unless Child Care LOA follows childbirth.	
Workers' Compensation Leave of Absence	<i>Follow this process if your employee needs a leave of absence due to a work-related injury or illness</i>						
	Employee is expected to notify you that employee has been involved in a work-related incident.	Give Injury form to employee to complete. Manager completes the Supervisor's Report.	Send to OHS/ED for treatment if needed. Obtain forms at Employee Resources Center on intranet or ess.nychhc.org if external.	Submit all forms to LeavesWC@nychhc.org ASAP but within 48 hours of the incident. Your signature on the Supervisor's Report is attesting that you were the Supervisor on duty at time of the incident. It does not mean you witnessed the incident.	LA will notify of the employee's WC Leave status. Share any contradictory information with LA.	Employee must be cleared by OHS to RTW. LA will notify Manager when RTW note is received.	KEY LA – Leave Administrator HCP – Health Care Provider RTW – Return to Work LOA – Leave of Absence OHS – Occupational Health Services
Return to Work Process	<i>Employee follows this process to return to work if employee is out for employee's own medical reasons</i>						
	Employee obtains medical note from HCP stating the date on which employee is fit to return to work (RTW)	Employee sends note to LA. LA sends Referral and note to OHS. LA notifies Manager of RTW date. OHS clears employee.	Manager returns employee to schedule accordingly and notifies employee of any credentialing/training, etc., requirements. Manager reports to HRSS and Payroll if employee does not return.	PEOPLESOFT TRANSACTIONS LA returns employee to active status in PeopleSoft as of date employee is cleared by OHS. PAYROLL uses timesheet to determine pay of an employee returning from a LOA.		RESTRICTIONS If a Fit to RTW note includes work restrictions, LA refers employee to EEO Officer for the facility where the employee works.	