FML/Workers Comp Leave Processes for Employees

Definition: For this documentation, the term **Leave** relates to leave needed in conjunction with FMLA, workers’ comp, sick leave bank, maternity leave, paternity leave, etc.

Requesting annual, sick, and compensatory time follows the standard leave request process for either **non-exempt** or **exempt** employees.

Employees who need to miss either a consecutive block of time or intermittent time to care for themselves or a family member should take these steps prior to the leave, if possible:

1. Communicate the need to take time off to their supervisor.
2. Work with an HR specialist to see if the reason for the need is covered under any benefit programs. Call the Human Resources Department (434-296-5827) to be put in touch with the appropriate staff member.
3. If there is potentially a benefit that may be used, follow the instructions to apply for that benefit. The instructions will be supplied by the HR specialist.
4. Check in weekly with the HR specialist to ensure that the paperwork has been turned in to the HR specialist.

Once the employee has applied for a leave benefit, the relevant HR specialist sends out eligibility notices and approval notices.

- **Eligibility notices** are sent in conjunction with certain benefits and only state if the employee is eligible for the benefit. *This is generally not the same notice as the approval notice.*
- **Approval notices** are sent to the employee, the employee’s supervisor, and the employee’s timekeeper to ensure clear and consistent communication on what benefits the employee is eligible to use and when the employee may be missing work in conjunction with the benefit.

After the leave has begun (or approval notice has been created):

1. Employee communicates to their supervisor (or designee/timekeeper) when leave will be (or was) taken.
   - **Special note for dual-job employees:** You must notify both supervisors and timekeepers about any intermittent FML time used; the timekeeper for your primary job will enter the intermittent FML on your timecard.
2. If a change to the Leave is needed, the employee will communicate to both the supervisor and HR specialist.
   - **Note:** HR specialist will send updated approval notices when necessary.

How does this leave get onto the timecard?

- **Consecutive blocks of time:** the HR specialist applies the leave to the timecard in Kronos for both regular and dual-job employees.
- **Intermittent leave:** the supervisor or timekeeper applies the leave to the timecard using the Quick Leave editor.
  - **Special note for dual-job employees:** it is your responsibility to communicate FML time used both supervisors and timekeepers; the timekeeper for your primary job will enter the intermittent FML.

Standard Kronos leave requests are never (ever!) used for FML/WC leave.