FML/Workers Comp Leave Processes for Supervisors and Timekeepers

Definitions

- **Leave**: leave needed in conjunction with FMLA, workers’ comp, sick leave bank, maternity leave, paternity leave, etc. These processes do not apply to regular leave such as annual, comp, sick, etc.
- **Known absence**: you were told about the employee’s need to miss work prior to the employee missing any time.
- **Unknown absence**: you were not told about the employee’s need to miss work prior to the employee missing any time.

These instructions should be used if you have an employee who needs to miss either a consecutive block of time or intermittent time to care for themselves or a family member.

Process for a known absence

- Encourage employee to talk to HR about any possible Leave benefits that they may be entitled to use. Use the FML/WC leave processes for employees documentation as needed.
- Email HR Leave Specialist (or HR Workers’ Comp Specialist) that an employee will be going out on leave, so that the specialist can follow up with the employee when applicable.
  - Please include the employee’s name and a brief description of the need if possible.
- Prepare for employee to be out.
  - Nothing needs to be done in Kronos as you may be waiting for any applicable approvals from the HR specialist.

Process for an unknown absence

If you have an employee who needs to miss time and you know about the need AFTER the first day missed:

- Encourage employee to talk to HR about any possible Leave benefits that they may be entitled to use. Use the FML/WC leave processes for employees documentation as needed.
- Email HR Leave Specialist (or HR Workers’ Comp Specialist) that an employee will be going out on leave, so that the Leave Specialist can follow up with the employee when applicable.
  - Please include the employee’s name and a brief description of the need if possible.
- For time missed prior to receiving HR’s designation of benefits (such as FMLA, Sick Bank, etc.), enter Sick-Self Cascade or Sick-Family Cascade directly on the employee’s timecard. This leave can be approved weekly by the supervisor (even if still waiting for potential benefit approvals from HR).
  - Do not use the Request Manager or ask the employee to submit a leave request.
  - Do not pre-enter leave on dates that have not yet occurred. If the employee becomes eligible to use benefits, then the benefits can be applied on the future dates at that time.
  - The appropriate HR leave specialist will correct the timecard if necessary.

Process for recording leave in Kronos

Once a leave case has been established, follow the processes below, depending on whether it is intermittent or continuous leave.

- **Continuous Absences** (after HR designation)
FML/Workers Comp Leave Processes for Supervisors and Timekeepers

- The HR leave specialist will put the appropriate leave codes onto the employee’s timecard.

- **Intermittent Absences** (after HR designation)
  - Once the HR leave specialist has approved the intermittent leave, the supervisor or timekeeper applies the leave to the timecard in Kronos, using the below instructions.
  - Intermittent leave is taken in 15-minute increments for all employees, whether they are exempt and non-exempt.
  - **Special note for dual-job employees**: employees must communicate FML time used to both supervisors and timekeepers; the timekeeper for the primary job will enter the intermittent FML.

**Historical corrections for intermittent FML**
If you need to apply intermittent FML to a signed-off pay period, or edit intermittent leave that was entered for a signed-off pay period, please contact the appropriate HR specialist.

**Applying intermittent leave to an employee’s timecard**
1. Open the employee’s timecard and select the correct date range you need for applying the intermittent leave.
2. When the timecard displays the correct range of dates, click on the orange Go To command and select Schedules from the dropdown list.
3. Once the employee’s schedule opens, verify that the date range is correct (previous pay period or a specific range of dates), click on the Go To button again, and select Quick Leave Editor.

4. The Quick Leave Editor opens on a separate page. Enter the amount of time for the first day that the employee missed due to this leave case in the Leave Time Amount column, and then click on the Next command at the bottom.

Note: time should be rounded to the appropriate 15-minute increment for both non-exempt and exempt employees.

Note: if the employee has multiple leave cases open, as shown in the screenshot below, you will need to select the correct leave case and then proceed with this step.
FML/Workers Comp Leave Processes for Supervisors and Timekeepers

5. Enter the time that the leave began. Check the “Override Shift” box, and indicate if this is for the whole shift or a partial shift. Click on the Save command.

6. Go back to the timecard, click on the Refresh command, and verify that the time displays correctly.

7. Repeat these steps as necessary to complete the entry of intermittent leave.

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<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
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<td>10:30AM</td>
<td>10:30AM</td>
<td>LVFMLA TRACKING</td>
<td>5 30</td>
<td>Sick Leave Employee</td>
<td>6 30</td>
<td>5 30</td>
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<td>Sick Leave Employee</td>
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<tr>
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<td>10:30AM</td>
<td>LVFMLA TRACKING</td>
<td>5 30</td>
<td>Sick Leave Employee</td>
<td>6 30</td>
<td>5 30</td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes:
- You can access the Quick Leave Editor from the timecard, but that view has limited functionality. Please follow the process outlined above to ensure correct entry of time.
- If an employee takes leave before a case is created, enter Sick-Self Cascade or Sick-Family Cascade directly on the employee's timecard. Do not have the employee submit a leave request.
- Regular leave washing concepts also apply to FML leave. If a non-exempt employee works beyond their schedule during the work week, the amount of FML leave applied should be decreased by the appropriate amount, so that the employee’s total hours for the week are not greater than their normal schedule.
- If designation covers time that has already been approved/signed off, notify the appropriate HR Leave Specialist of what entries need to be corrected.
- If shortfall occurs, please ensure that the entire shortfall is due to the need for Leave, and not just normal shortfall. If the employee did not work up to their normal schedule for reasons unrelated to their leave case, they should not be given leave to cancel out that shortfall. Instead, the normal shortfall cascade should be allowed to happen.
- The FMLA leave balance can be found on the employee’s timecard under the accruals tab; look for the LV-FMLA TRACKING line. Initially, it contains the maximum amount of time that the employee is eligible for, whether or not the employee will end up using all of that time. If you have additional questions please contact the appropriate leave specialist.