

Leave of Absence Leader FAQ:
Atrium Health Greater- CLT

1. What should I do if a teammate who reports to me is out of work unexpectedly due to a medical reason (known or suspected)?

If the teammate misses or plans to miss three or more days of work due to a medical reason and is unable to submit a leave request themselves, the teammate's leader is responsible for submitting a leave request on the teammate's behalf.

2. What information will I need if submitting a Leave of Absence request on a teammate's behalf?

Leaders who are entering a leave of absence request on a teammate's behalf will need the following information:

- Leave Type (i.e., Your Own Health Condition, Pregnancy/Maternity, etc.)
- Time Off Type (i.e., Continuous, Intermittent, Reduced Work Schedule)
- Last Day of Work (enter last day teammate was at work)
- Leave Start Date (enter the start date as the day after the last day worked).
- Leave End Date (if unknown, enter 30 days from leave start date)
- Date of the injury or illness (if unknown, enter the same date as the leave start date)

3. How do I code time in Kronos when I have a teammate on leave?

Since leaves of absences are tracked in LeavePro, there are no FMLA codes that need to be entered in Kronos. For teammates approved for a continuous leave, leaders should enter PTO if requested by the teammate or absent time if PTO is not being used. For teammates approved for an intermittent leave, leaders should ensure teammates are entering intermittent leave in LeavePro. No other tracking codes are required in Kronos.

Special note: Teammates who are on an approved parental leave will be paid for the first 4 weeks (if not giving birth) or 6 weeks (if giving birth) under the parental leave benefit. Additionally, teammates who are on leave for their own medical condition may be eligible for Short-Term Disability payments. PTO should not be used if the teammate is receiving parental leave or Short-Term Disability payments. The teammate should communicate with their leader if they are receiving Short-Term Disability.

4. What are my responsibilities as a leader during and after a teammate's leave?

Leaders are responsible for the following:

- Submitting a leave request on behalf of a teammate on the fourth day of an unexpected absence that is due to illness, injury, or military activities.
- Ensuring teammates enter intermittent time used into the LeavePro Self-Service Portal for leave time to be deducted (leaders can also enter on teammate's behalf).

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- Entering the teammate's PTO and/or Absent Hours as requested by the teammate. If the teammate is salaried, leaders should remove hours worked if the teammate is not working.
- Ensuring that teammates returning to work have submitted return to work form(s) in LeavePro before returning to work.
- Notifying HR Leave Administration if a teammate does not return to work before their approved leave ends.

5. Am I responsible for approving a leave of absence for my teammate?

Personal and education leaves require the teammate's direct supervisor and the department VP's approval. There is a form that the teammate should present to their leader when requesting a personal or education leave. Approval of a personal or education leave is at the leadership team's discretion.

Special note: Teammates who go out on a leave of absence are not job-protected and the teammate's health plan, life, and disability benefits coverage will stop at the end of the next pay period. Refer to HR Policy 4.13 for additional details.

6. If my teammate does not return from leave, can I terminate them or backfill their position?

Leaders should not terminate or backfill a teammate's position when a teammate fails to return from leave. If a teammate who was on an approved leave does not return after the end of that leave, the leader should contact HR Leave Administration regarding next steps.

7. Who should I contact if I have specific questions regarding my teammate's leave or workplace accommodation?

Leaders who need to speak with someone regarding a leave, workplace accommodation, or other related reason should create a ticket through the [HR Service Center Online](#) portal.