



# Atrium Health

## **HR Leave Administration**

# Agenda

- What is a Leave of Absence?
- Review the Various Leave Types
- Returning to Work After a Leave
- When Job Protection Ends
- Americans with Disabilities Act
- Coding Time During Leave
- Leave of Absence Webpage
- LeavePro
- FAQs

# What is Leave of Absence?

Atrium Health offers various leave programs for teammates who need to take time away from work. Atrium Health offers the following types of leave:

- Atrium Health Medical Leave (Non-FMLA)
- Family Medical Leave Act of 1993 (FMLA)
- Parental Leave
- Military Leave
- Personal Leave
- Educational Leave

# Atrium Health Medical Leave (Non-FMLA)

Approved time off from work for a teammate due to a serious health condition that prevents a teammate from performing their job duties

**Who's Eligible:** Weekender, part-time and full-time teammates who have completed at least 90 days of continuous service who are not eligible for FMLA

## **Points to Remember:**

- Continuous leave that offers up to 6 weeks of job protection per rolling calendar year
- Only applicable for the teammate's medical condition
- Medical documentation is required and should be submitted to HR Leave Administration via LeavePro (or faxed by the teammate's provider)

# Family & Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 is a United States labor law requiring covered employers to provide employees with job-protected, unpaid leave for qualified medical and family reasons.

**Who's Eligible:** Weekender, part-time, full-time, PRN and temporary teammates who have completed 12 months of service and worked at least 1,250 hours over the previous 12 months

## **Points to Remember:**

- Teammates may be approved for a reduced schedule (PRN and temporary teammates not eligible), continuous or intermittent leave based upon their eligibility and the provider's certification
- Applicable for the teammate's or immediate family member's serious medical condition, birth and/or subsequent care of the teammate's child, placement and/or subsequent care of an adopted or foster child or a qualifying exigency situation
- Medical documentation is required and should be submitted to HR Leave Administration via LeavePro (or faxed by teammate's provider)

# Parental Leave

An absence for birth and non-birth parents to care for a child newly added to their home through birth, adoption or legal placement

**Who's Eligible:** Teammates who work 30+ standard hours or more per week (eligibility begins upon hire)

**Points to Remember:**

- Up to four consecutive weeks of paid leave for parents
- A combined total of six consecutive weeks of paid leave for birth mothers (combining paid parental leave and additional time for recovery)
- Compensation at 100% of the teammate's base pay for the length of the approved parental leave
- Medical documentation is required and should be submitted to HR Leave Administration via LeavePro (or faxed by the teammate's provider)

# Military Leave

An absence from work granted to teammates who participate in certain active or inactive duties in the US military, including the National Guard and Reserve of the Armed Forces

**Who's Eligible:** Teammates who are performing any form of military service, whether voluntarily or involuntarily, called or activated, such as being placed on active duty for annual training and for training weekends.

**Points to Remember:**

- Unpaid leave of absence for a period up to 5 years
- Upon return from leave, reinstatement to the position that the teammate would have held if his or her continuous employment had not been interrupted
- Military orders/documentation are required and should be submitted to HR Leave Administration via LeavePro

# Personal Leave

**Personal Leave:** An absence for extraordinary personal reasons that PTO or other leaves will not allow

**Who's Eligible:** Weekender, part-time and full-time teammates who have completed 90 days of employment

**Points to Remember:**

- A personal leave may be granted for a period of 31 up to 90 days
- Granted at the sole discretion of teammate's leadership team
- Approval required by direct supervisor and VP; approval form should be submitted to HR Leave Administration via LeavePro
- May not be used to extend a teammate's medical leave of absence
- No job protection associated with this leave type
- PTO does not accrue; any PTO accrued (prior to going on leave) is paid out in one lump sum at the start of the leave



# Educational Leave

**Educational Leave:** An absence due to a job-related course leading to a degree in an area of specialty that will prove to be beneficial to Atrium Health

**Who's Eligible:** Weekender, part-time and full-time teammates who have completed 90 days of employment

## Points to Remember:

- An educational leave may be granted for up to 12 months
- Granted at the sole discretion of teammate's leadership team
- May not be used to extend a teammate's medical leave of absence
- Approval required by direct supervisor and VP; approval form should be submitted to HR Leave Administration via LeavePro
- No job protection associated with this leave type
- PTO does not accrue; any PTO accrued (prior to going on leave) is paid out in one lump sum at the start of the leave

# Return to Work

- All teammates returning from leave must submit their return to work form(s) to HR Leave Administration via LeavePro at least 3 days **before** returning to work to obtain clearance to return.
  - Fitness for Duty (required for medical leaves)
  - Return from Family Care Leave
  - Return from Military Leave
- If teammates return to work without being cleared to return, they will not accrue PTO until HR Leave Administration receives the necessary forms
- Teammates will be returned to the position they held before going out on leave if they return to work prior to the end of their job protection end date/leave exhaustion date.
- If a teammate is unable to return to work full duty, but has temporary restrictions, a teammate is eligible for up to 90 days of “light duty” per rolling calendar year via the Return to Work Program
  - Common restrictions include: No lifting > 10 pounds, desk work, no squatting, no walking

# When Job Protection Ends

- When the medical or FMLA leave limit is reached, job protection ends and leaders are free to move forward with recruitment efforts.
- Do not terminate or request to post the position until contacting HR Leave Administration
- If a teammate is unable to return to work after a total of up to 12 weeks of FMLA leave or up to 6 weeks of Medical Leave, employment may end unless the employment relationship is extended due:
  - Workers' Compensation
  - Receiving Short-Term Disability
  - Extended Leave as a medical accommodation (ADA)
  - Extensions will end six months from the start of the leave

# Americans With Disabilities Act (ADA)

- Prohibits discrimination against people with disabilities and protects the rights of both teammates and job seekers as it relates to employment
- General provisions of the ADA require:
  - Equal opportunity in selecting, testing, and hiring qualified applicants with disabilities
  - Job accommodation for applicants and teammates with disabilities when such accommodations would not impose “undue hardship”
  - Equal opportunity in promotion and benefits
- Any teammate who requires a workplace accommodation can request such accommodation in LeavePro



# Americans With Disabilities Act

- A teammate is considered to have a disability if any one of these categories are met:
  - Has a physical or mental impairment that substantially limits one or more major life activities (bathing, eating, preparing a meal, walking, speaking, communicating)
  - Has a record (history) of impairment or is regarded as having an impairment

Examples of impairments include:

- Epilepsy
- Cerebral Palsy
- Multiple Sclerosis
- Cancer
- Anxiety
- Depression
- Diabetes
- Specific Learning Disabilities
- Alcoholism
- HIV/AIDs and its symPTOMs
- Blindness
- Migraine Headaches
- Asthma
- Complications from Pregnancy
- Orthopedic impairments



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# Leave Time Coding

- Enter time keeping codes into Kronos to track hours used for leaves:
  - 295 - Non-FMLA leave
  - 395 - FMLA leave
  - 495 - Military Family (exigency)
  - 595 - Military Family (ill/injured)

# Maternity Time Coding (FMLA Leave)

## *Time off flow chart for Maternity Leave Teammates 30+ Standard Hours*

### FMLA Leave Approval

Maternity Pay Example	Week 1	Week 2*	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
FMLA (Pay Code 395)	X	X	X	X	X	X	X	X	X	X	X	X
Maternity Pay from Atrium	100%	100%	40%	40%	40%	40%	n/a	n/a	n/a	n/a	n/a	n/a
Short-Term Disability Pay	n/a	n/a	60%	60%	60%	60%	n/a	n/a	n/a	n/a	n/a	n/a
PTO and/or Absent Time (Pay Code 041 and/or 391)	n/a	n/a	n/a	n/a	n/a	n/a	X	X	X	X	X	X

*\*Typically, the split in payments between Atrium Health and Short-Term Disability starts on Week 3. However, Teammates who have elected the Short-Term Disability Buy-Up will begin receiving split payments on Week 2.*



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# Maternity Time Coding (Non-FMLA Leave)

## *Time off flow chart for Maternity Leave Teammates 30+ Standard Hours*

### Non-FMLA Leave Approval

Maternity Pay Example	Week 1	Week 2*	Week 3	Week 4	Week 5	Week 6
Non-FMLA (Pay Code 295)	X	X	X	X	X	X
Maternity Pay from Atrium	100%	100%	40%	40%	40%	40%
Short-Term Disability Pay	n/a	n/a	60%	60%	60%	60%
PTO and/or Absent Time (Pay Code 041 and/or 391)	n/a	n/a	n/a	n/a	n/a	n/a

*\*Typically, the split in payments between Atrium Health and Short-Term Disability starts on Week 3. However, Teammates who have elected the Short-Term Disability Buy-Up will begin receiving split payments on Week 2.*



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# Parental Leave Time Coding (non-birth parent)

## *30+ Standard Hours*

- **Do not enter PTO, the HR Leave Administration team will ensure the teammate is paid during Parental leave**
- Teammates who are approved for Parental Leave are eligible for up to four consecutive weeks of paid leave
- Leaders should code 395 if FMLA is running concurrently or 295 if non-FMLA is running concurrently

# LeavePro

- LeavePro is a highly secure, enterprise-wide application that easily tracks, manages and automates leaves of absence. All Atrium Health leaves will be managed in LeavePro. Through this application, teammates can:
- Submit a new leave request
- Submit intermittent time
- View claim status
- View and complete tasks
- Access notifications
- Confirm the receipt of documentation
- Leaders have access to view the status of leave requests for their direct reports and generate reports.
- Teammates and leaders will need to register on the LeavePro website before using the system for the first time.

# Leave of Absence (LOA) Webpage

- LeavePro can be accessed by going to the Leave of Absence webpage
- On the LOA webpage, there are job aids and FAQs that are helpful to learn how to navigate in the LeavePro system
- To get to the LOA webpage:

[Home](#) > [2020 Benefits Guide](#) > [Time Away from Work](#) > [Leave of Absence](#)

# Leave of Absence (LOA) Webpage

## 2020 Benefits Guide

What's New

New Teammates Benefits  
Enrollment

Compensation

Eligibility

Health and Well-Being

Retirement

Income Protection

Time Away from Work

[Leave of Absence](#)

Paid Time Off

Parental Benefits

## Leave of Absence Benefits and Resources

Atrium Health offers various leave programs for teammates who need to take time away from work for medical, family, military, and/or personal reasons.

**Eligibility:** Determined based on the type of leave a teammate is requesting

- **Benefit Details:**
  - **Medical Leave:** Approved time off from work for a teammate due to a serious health condition that prevents a teammate from performing their job duties. All teammates (weekender, part-time and full-time teammates) who have completed at least 90 days of continuous services and are not eligible for FMLA may be eligible for the Atrium Health Medical Leave benefit
  - **Parental Leave:** An absence for birth and non-birth parents to care for a child newly added to their home through birth, adoption or legal placement
  - **Family Care Leave:** An absence to care for a qualifying family member
  - **Military Leave:** An absence needed by a teammate who is inducted or enlists into the US Armed Forces, National Guard or a reserve unit
  - **Personal Leave:** An absence for extraordinary personal reasons that PTO or other leaves will not allow
  - **Educational Leave:** Job-related course leading to a degree in an area of specialty that will prove beneficial to Atrium Health

[Access the LeavePro Portal](#)

[Access the LeavePro Portal](#)

New user? [Start here.](#)

[Email the HR Service Center](#)

[HR Service Center: 704-631-1500](#)



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# Leave of Absence (LOA) Webpage

## Steps Required for Leave of Absence

### Teammate Responsibilities ▼

### Leaders Responsibilities ▼

- Leaders are responsible for **signing into LeavePro** to complete a Request for Leave on behalf of a teammate on the fourth day of an unexpected absence.
- Leaders will ensure teammates enter intermittent time used into the LeavePro Self-service Portal.
- Enter the teammate's PTO and/or Absent Hours as requested by the teammate and the appropriate pay code into the time keeping system.
- For teammates on a parental leave (including maternity), please do not code PTO until parental and STD benefits have ended.
- Teammate's have the option to use PTO (code 041). If the teammate chooses not to use PTO, Absent Hours should be used. (code 391).
- Leaders are responsible for coding FMLA Hours (395) or Non-FMLA hours (295), PTO and Absent Hours (as applicable) in the time keeping system during the teammate's approved leave of absence.
- All used FMLA or Non-FMLA hours should be recorded in one-hour increments.
- Teammates receiving Short-Term Disability Payments from MetLife should not be receiving PTO, or have any worked hours coded while receiving Short-Term Disability payments. Teammates and leaders are responsible for discussing if and when a teammate will begin receiving Short-Term Disability payments.
- Catastrophic Bank hours may not be used for intermittent leave.
- A teammate cannot work additional hours to replenish or avoid use of their bank of available FMLA hours.
- All teammates returning to work must submit the appropriate forms in LeavePro prior to returning to work. All teammates must have return to work clearance from HR Leave Administration prior to working.

# Leave of Absence (LOA) Webpage

## What is LeavePro?

LeavePro is a highly secure, enterprise-wide application that easily tracks, manages and automates leaves of absence. All Atrium Health leaves will be managed in LeavePro. Through this application, teammates can:





- Submit a new leave request
- Submit intermittent time
- View claim status
- View and complete tasks
- Access notifications
- Confirm the receipt of documentation

Leaders have access to view the status of leave requests for their direct reports and generate reports.


Teammates and leaders will need to register on the LeavePro website before using the system for the first time.

 [Go to LeavePro](#)

## Need help with LeavePro?

- [New User Registration](#)
- [Need help logging in?](#)
-  [Request a Leave](#)
-  [Enter Intermittent Time Off Request](#)
-  [Frequently Asked Questions](#)
-  [Self-Service Portal My Leaves Tab](#)

## For Leaders

-  [Request Leave for Direct Report](#)
-  [Enter Intermittent Time Off Request for Leaders](#)
-  [Frequently Asked Questions for Leaders](#)
-  [LeavePro Self-service Portal Home/Employees Tab](#)
-  [LeavePro Self-service Portal Reports Tab](#)

# Leave of Absence (LOA) Webpage

## Actions to Take to Transition to LeavePro

### What should you **start doing** on Monday, April 27?

- Register for a LeavePro account if you need to request a leave and select your communication preferences while registering (personal email recommended)
- Use LeavePro to initiate a new leave request (FMLA/Non-FMLA, Work Place Accommodation Personal/Education, Military)
- Use LeavePro to submit intermittent time (if approved for intermittent FMLA)
- Complete and submit required forms that are due in the LeavePro system
- Leaders can run reports for your direct reports to view leave usage
- Leaders will use LeavePro when initiating a leave request or entering intermittent time on teammate's behalf

### What should you **stop doing** on Monday, April 27?

- Stop using paper request forms to request a leave or an ADA accommodation
- Leaders should stop entering time on FMLA tracking sheet for any new leaves approved in LeavePro
- Leaders should stop using the Team Member Notification Form to record intermittent FMLA absences

### What should you **continue doing** on Monday, April 27?

- While a determination is being made regarding your leave request, continue to follow the call-out procedure for your department
- If you have already submitted a request for leave prior to April 27, no additional action is required; refer to the information provided from HR Leave Administration regarding the status of your leave
- If you are currently out on a continuous leave (as of April 27) and will be returning to work, fax in your return to work clearance forms to 704-446-6624
- Leaders will enter the appropriate absence codes and pay codes in Kronos (i.e. 395- FMLA, 295- Non-FMLA, PTO, absent hours)



# Planning a Leave in LeavePro

Employment Status: Active

## Get Started

Please tell us about your leave. \*

- ☒ Your Own Health Condition
- ☐ Pregnancy / Maternity
- ☐ Family Health Condition
- ☐ Other

Select leave reason



Please tell us what type of time off you would like to take: \*

### Continuous?

Out full-time between two different dates.

Example: 1 week, 8 weeks, etc.



### Intermittent?

Out occasionally between two different dates.

Example: Doctor's Appointments, Physical Therapy Sessions



### Reduced Work Schedule?

Working less than your normal schedule between two different dates.

Example: 3 days a week instead of 5 days a week



Cancel

Next



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# Planning a Leave in LeavePro

## Add Dates

Please tell us your leave dates:

When did this illness/injury occur? \*

20 Jul 2020



When is your last day of work? \*

17 Jul 2020



When does your leave start? \*

20 Jul 2020



When does your leave end? \*

01 Sep 2020



When do you expect to return to work?

02 Sep 2020



Was your illness/injury work related? \*

☐ Yes



No

Have you filed (or plan to file) a claim for worker's compensation? \*

☐ Yes



No

[Previous](#)

[Cancel](#)

[Submit](#)



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# Planning a Leave in LeavePro

## Success!

Jacqueline D. Wilson's leave request has been submitted!

## What happens next?

Jacqueline D.'s request will be reviewed and a letter will be sent to Jacqueline D. confirming Jacqueline D.'s request. Jacqueline D. can view all notifications on the [leave detail page](#).

Jacqueline D. will need to review this information, complete any enclosed forms, and return them promptly. This will impact the determination of Jacqueline D.'s leave.

## Additional Questions?

Call 704.631.1500 and reference 6754 2740 0755.

OK



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# Reminders for Leaders

- Teammates and Leaders can be held personally liable for violating an individual's FMLA rights
- Leaders are to assist teammates requesting a medical or family leave
- Leaders are to request leave on behalf of a teammate if they are out of work unexpectedly for more than 3 consecutive days and/or if the teammate is unable to complete the form
- Do not keep any medical documentation in the teammate's file have the teammate send all leave related documentation to HR Leave Administration

# FAQS

**Question:** How do I plan a leave in LeavePro?

**Answer:** Before you can log-in for the first time, you must register (see New User Registration Job Aid). When registering, the code will go to your work email address (it cannot go to your mobile phone number) after you have registered, go to LeavePro Self-Service Portal (<https://atriumhealthloa.myleavepro.com>) and select Plan a Leave

**Question:** How do I plan a leave for my direct reports?

**Answer:** After you have registered, click on the Employees tab, select the teammate you are planning a leave for and fill in the required information. For the question, leave end date, if unknown, default to 30 days from the leave start date.

**Question:** How are teammates paid when out on a leave of absence?

**Answer:** Most leaves are unpaid unless PTO or STD (if applicable) is used. Maternity and/or Parental Leaves are paid and HR Leave Administration is responsible for processing pay for these leave types.

# FAQS

**Question:** If I have a teammate who is out of work but they have not yet been approved for leave, when do I need to start coding FMLA in Kronos?

**Answer:** Do not code FMLA until an approval has been received from HR Leave Administration

**Question:** What do I do if I think that a teammate is abusing their intermittent FMLA?

**Answer:** Contact the HR Service Center and state that you have a suspected case of FMLA Abuse. The case will be sent over to Teammate Relations and they will partner with you as the leader and consult HR Leave Administration to look into your concern.

**Question:** What happens next after a teammate applies for a leave of absence?

**Answer:** HR Leave Administration will send out a notification to the teammate and the teammate's leader regarding their eligibility (usually within 5 days of receiving the request). Once we have received supporting documentation, will send out a notification regarding a determination (usually within 5 days of receiving complete documentation).

# Additional FAQs

## **Who is the ReedGroup?**

The ReedGroup is the vendor who owns the LeavePro software.

## **What is eligibility and determination?**

As an employer, Atrium Health is required to respond to the teammate within five business days of receiving a request of the need for FMLA leave. This response must establish whether the teammate is eligible for FMLA leave and notify the teammate of their rights and responsibilities under FMLA. A teammate may be eligible for a leave(s) based upon their length of service and number of worked hours. For medical leaves, certification from a health care provider is required. Once the documentation is received and reviewed, a determination (or decision) is made regarding if the leave is approved or not. Notification to the teammate and the leader regarding the eligibility and determination are sent from the LeavePro system.

## **What is the teammate required to submit to HR Leave Administration prior to returning from leave?**

The type of leave determines what form is required to be submitted prior to returning from a leave.

- Teammate Health Condition- Fitness for Duty
- Family Health Condition- Return from Family Care Leave
- Military- Return from Military Leave (or Return from Family Military Leave)

# Additional FAQs

## **What is the process to follow when a teammate applies and/or is approved for a personal leave?**

Personal leaves must be approved by the teammate's direct supervisor and the department VP. 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.

## **After FMLA has ended, can a teammate move into non-FMLA for job protection?**

No, if a teammate is eligible for FMLA then they are not eligible for non-FMLA once their FMLA is exhausted.

## **Can a teammate be approved for more than one intermittent leave?**

Yes, multiple leaves of absence can be approved for the same teammate.

## **How is a teammate paid during a parental leave?**

The HRLA team will ensure that teammate is paid their regular salary during a parental leave. The leader should not code PTO for a parental leave.

# Additional FAQs

## **How much time away from work can a teammate use after giving birth?**

Based upon the number of hours worked in the previous 12 months and their length of service, a teammate may be eligible for up to 12 weeks of FMLA.

## **Who is responsible for entering intermittent absences in LeavePro?**

The teammate is responsible for entering any intermittent absences into LeavePro. The leader also has the ability to enter these absences on the teammate's behalf and should ensure that the time is entered.

## **How long does it take for return to work approval?**

We ask that teammates submit their return to work documentation as soon as possible but at least 3 days prior to when they plan to return to work. Return to work documentation is only required for continuous leaves of absence.



# Additional FAQs

## **Do leaders need to apply through LeavePro if a teammate is out for a Worker's Comp Leave?**

The Worker's Comp department will initiate a leave in LeavePro for teammates out on an approved Worker's Comp leave.

## **How does a leader know if a teammate is getting disability payments?**

The teammate and leader should have a conversation in regard to if/when a teammate begins to receive Short-term Disability payments. A teammate should not be receiving PTO and STD payments at the same time. If eligible and approved for STD, STD payments kick in after a 14-day waiting period, unless they have the STD buy-up in which case payment would begin after a 7-day waiting period.

## **What codes should I enter in Kronos when out on a leave of absence.**

Refer to the time coding flow charts for more information.

# Questions?

Visit the Leave of Absence Webpage:

[Leave of Absence Webpage](#)

OR

Call or email the HR Service Center

Phone: 704-631-1500

[HRServiceCenter@atriumhealth.org](mailto:HRServiceCenter@atriumhealth.org)



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## ADDENDUM

# Policy Locations

**Navigation:** PeopleConnect > Human Resources > HR Policies

- HR 3.05 Paid Time Off Benefits
- HR 3.08 Short Term Disability (STD) Benefit
- HR 3.09 Long Term Disability (LTD) Benefit
- HR 4.09 Medical & Family Leave Act (FMLA) Benefits
- HR 4.13 Personal/Educational Leave
- HR 3.13 Military Duty Leave & Military Leave Supplement



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Thank You!

HR Leave Administration