EXTENDED LEAVE ADMINISTRATION: The series of tasks & activities to validate a staff employee's eligibility for extended leave, designate the appropriate leave, manage the employee's leave and end that status at the appropriate time. Extended Leave Administration begins with the identification of the need for leave and ends with the employee's first day returning to work or separation.

AS-IS PAIN POINTS

- Employee support is inconsistent with regard to leave options and eligibility
- Minimal monitoring and proactive support for extensions and changes to leave type
- Inconsistent process to support the return to work

IMPROVEMENTS

- Standardized eligibility reviews, documentation and monitoring
- Most transactional work will be performed by Shared Services with Leave Specialists managing end-to-end Medical Leave processes. Transactional work will be conducted by the Leave Coordinator in Shared Services

BENEFITS

- Improved employee satisfaction
- Standardized and streamlined experience to employees
- Reduced risk of non-compliance

ROLES FOR EXTENDED LEAVE (STAFF MEDICAL LEAVE)

HR STAFF INITIATOR (HRBP/GENERALIST) (REQUIRED)
Provides consultation, confirms eligibility and leave type(s). Sends/receives leave documentation to the employee. Initiates the request in ServiceLink & routes to SSC. Keeps the department & Leave Coordinator informed of the status of the leave. Monitors overall request.

SSC LEAVE COORDINATOR (REQUIRED)
Fulfills leave transaction in UCPath. Updates ServiceLink to reflect status & completion. Completes timesheets for employees on ELA. Monitors overall request and updates leave in UCPath, as appropriate.

SSC AWE APPROVER (REQUIRED)
Reviews transaction for accuracy, completeness and consistency. Approves leave in UCPath.

UCPATH CENTER (REQUIRED)
Processes Extended Leave Transaction in UCPath. Sends notification from SSC Leave Coordinator.

CENTRAL OFFICE (REQUIRED)
Provides consultation, as needed

EXTENDED LEAVE (STAFF MEDICAL LEAVE) MAP

Roadmap presents the most common business case.

Employee approaches her supervisor to request a Medical Leave.

Supervisor directs Employee to Initiator to discuss leave options.

Based on the discussion with Employee, Initiator confirms eligibility and leave type(s). The initiator sends/receives leave documentation to Employee. Initiates the request in ServiceLink and routes to SSC. Also keeps the department and Leave Coordinator informed of the status of the leave. Monitors overall requests.

SSC Leave Coordinator enters the appropriate leave transaction(s) in UCPath to place Employee on Leave.

SSC AWE Approver reviews transaction for accuracy, completeness and consistency. Approves leave in UCPath.

Employee completes the documents and returns them to SSC Leave Coordinator.

Please note, an individual may assume one or many roles.

Did You Know?

- FMLA leave balances are not tracked within PPS, but will be in UCPath.

The Process is Successful if...

- The employee is placed on leave in a timely manner.
- The employee’s leave status is actively monitored and changes are made proactively.
- The employee is successfully returned to work or offboarded at the conclusion of their leave.

Legend

SSC: Shared Services Center

Rev. 11/17/17