EXTENDED LEAVE
STAFF MEDICAL LEAVE

FOM | **UCPath**
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES
Supporting Organizational Excellence

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.

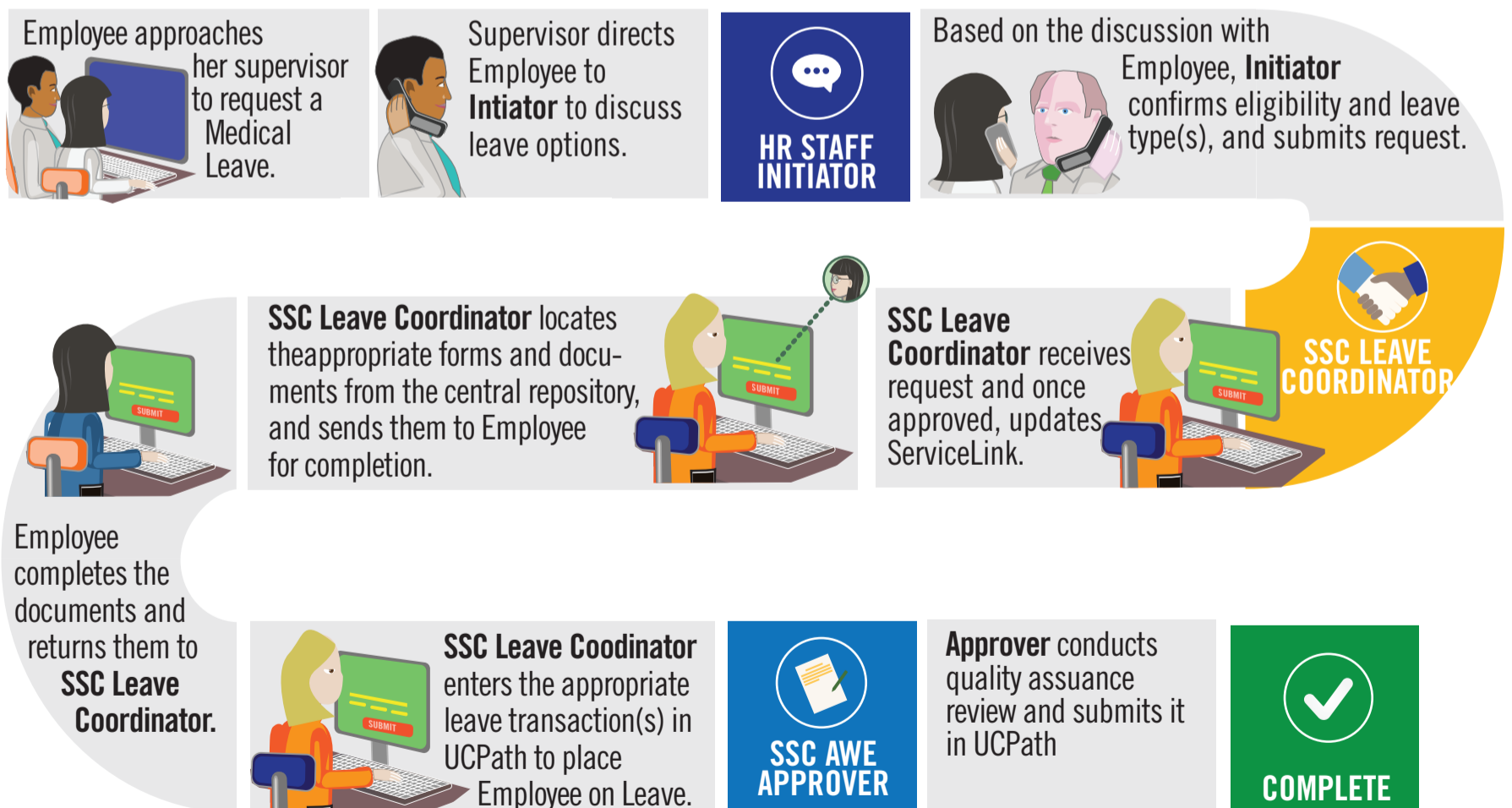| AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
❯ Employee support is inconsistent with regard to leave options and eligibility	❯ Standardized eligibility reviews, documentation and monitoring	❯ Improved employee satisfaction
❯ Minimal monitoring and proactive support for extensions and changes to leave type	❯ Most transactional work will be performed by Shared Services with Leave Specialists managing end-to-end Medical Leave processes TO Transactional work will be conducted by the Leave Coordinator in Shared Services	❯ Standardized and streamlined experience to employees
❯ Inconsistent process to support the return to work		❯ Reduced risk of non-compliance

ROLES FOR EXTENDED LEAVE (STAFF MEDICAL LEAVE)

HR STAFF INITIATOR *(REQUIRED)*	SSC LEAVE COORDINATOR *(REQUIRED)*	SSC AWE APPROVER *(REQUIRED)*	UCPATH CENTER *(REQUIRED)*	HR STAFF AND DEPARTMENT/ SSC COORDINATOR *(REQUIRED)*
Initiates request and confirms eligibility, leave type(s), and submits the request. Completes tasks assigned to the task queue in ServiceLink. The Initiator could be HR Business Partner or Generalist.	Sends/receives employee documents. Once transaction is approved updates ServiceLink to reflect completion. Monitors overall request and communicates with Extended Leave stakeholders as required to ensure timely completion.	Reviews and approves quality assurance within UCPath.	Processes Extended Leave Transaction in UCPath. The UCPath Center sends notification to Leave Coordinator in SSC.	Have the ability to view the status of the request and tasks. May be the same person given the other roles. Monitors overall request.

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 **Intiator** to discuss leave options.

HR STAFF INITIATOR

Based on the discussion with Employee, **Initiator** confirms eligibility and leave type(s), and submits request.

SSC Leave Coordinator locates theappropriate forms and documents from the central repository, and sends them to Employee for completion.

SSC Leave Coordinator receives request and once approved, updates ServiceLink.

SSC LEAVE COORDINATOR

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

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

SSC AWE APPROVER

Approver conducts quality assuance review and submits it in UCPath

COMPLETE

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

LEGEND	DID YOU KNOW?	THE PROCESS IS SUCCESSFUL IF...
SSC: Shared Services Center	FMLA leave balances are not tracked within PPS, but will be in UCPath.	✔ The employee is placed on leave in a timely manner. ✔ The employees 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.

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