

Absence Management 101

**Life
Happens**
NOW WHAT?





ABSENCE MANAGEMENT CONTACTS

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ABSENCE MANAGEMENT OVERVIEW

At the close of this presentation, you will be able to:

- ✓ **State what FMLA is and how it works and who is eligible for it**
- ✓ **Leave Types**
- ✓ **Understand employer coverage and employee eligibility for leave and benefits**
- ✓ **Forms**
- ✓ **Returning back to work**
- ✓ **Returning back to work with Temporary Restrictions**
- ✓ **Sick bank leave**
- ✓ **Workman's Compensation Claims**
- ✓ **Let Talk-Questions and Comments**
- ✓ **Conclusion**



WHAT IS FMLA?

The Family and Medical Leave Act (FMLA) was signed into law on August 5, 1993 by President Bill Clinton. **FMLA** is a labor law that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.



HOW DOES FMLA WORK?

Eligible Employees Are Entitled To:

Employees are **eligible** to take **FMLA** leave if they have worked for their employer for at least 12 months, and have worked for at least 1,250 hours over the previous 12 months.

FMLA Leave Is For:

- **The birth of a child and to care for the newborn child within one year of birth;**
- **The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;**
 - **To care for the employee’s spouse, child, or parent who has a serious health condition;**
 - **A serious health condition that makes the employee unable to perform the essential functions of his or her job;**
 - **Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or**
- **Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).**



How Absence Management Captures Eligibility For FMLA

Absence Management calculates the employees contract days multiplied by the employees standard condition (hours worked)

Example: Teacher is contracted to work 192 days with a standard condition of 7.5 hours per day.

$$192 \times 7.5 = 1,440 \text{ hours}$$

Example: School Secretary is contracted to 200 days with a standard condition of 8 hours per day

$$200 \times 8 = 1,600$$

Absence Management has to deduct any time off from work that excludes professional development days that you have taken off in a 1 year day of your requested leave.

WHAT FMLA IS NOT FOR!!!





LEAVE OF ABSENCE

VERY IMPORTANT

Employees requesting the following leave types do not need to apply through Absence Management:

- Annual Leave
- Personal Leave
- Vacation
- Leave for Court Appearances
- Bereavement Leave
- **Illness and personal emergencies up to 10 duty days for PGCEA, ASASP, and Executives & Confidential Employees; and up to 15 duty days for local 2250 & Local 400 employees.**
 - **Employees should enter leave request through [Oracle Self-Service](#) after discussing the need for taking such leave with their Leave Granting Authority and presenting any needed documentation.**
 - **Leave Granting Authority approves leave through Oracle Self-Service.**

LEAVE TYPES

- FMLA
- LOA
- LWP
- LWOP
- SLB
- Pregnancy Leave
- Maternity Leave
- Paternity Leave
- Disability Leave
- Military Leave
- Extensions
- Extended leave
- Unpaid Leave





BENEFITS DURING APPROVED LEAVE

- ✓ The federal Family and Medical Leave Act (FMLA) requires employers to maintain health benefits for employees who take FMLA leave. During the time period you are out on leave your group medical, dental and vision coverage will continue at the same level and under the same provisions that are in effect at the time my leave begins.
- ✓ **Understand** that you are responsible for your portion of the premium(s) if you have exhausted all of your leave. Arrangements and deductions for premium payments when returning back to work should be discussed with the benefits office.



BENEFITS DURING APPROVED LEAVE

Continued Insurance Coverage Election Option

Health Insurance

- I wish to continue my health insurance.
- I do not wish to continue my health insurance.

I understand that my benefits will cancel if I do not pay the invoice amount.

Optional Life Insurance

- I wish to continue my **Optional Life Insurance**.
- I do not wish to continue my Optional Life Insurance

Long Term Disability Insurance (LTD)

- I wish to continue my **Long Term Disability Insurance**.
- I do not wish to continue my Long Term Disability Insurance



BENEFITS DURING Non-FMLA LOA

If you are on unpaid leave under Non-FMLA LOA, you must pay the full cost(100%) the employee and the employer cost for health benefits.



WHAT FORMS DO I NEED ?

- ✓ Medical Certification for Employee's Own Serious Health Condition/Maternity/Paternity
- ✓ Medical Certification for Employee's Family Serious Health Condition

Available on the Absence Management Portion of the PGCPS website:
<https://www.pgcps.org/payroll/absence-management/>



FORM SUBMISSION

Employees may choose any of the following routes to deliver their completed forms to Absence Management:

- Drop off** at the Payroll and Benefits Office, room 132, Sasser Building (does not require meeting with a Leave Assistant);
- Mail** to Absence Management, 14201 School Lane, Room 132, Upper Marlboro, MD 20772;
- Fax** to 301-760-3593
- or **Email** to absence.mgmt@pgcps.org

Due to the high volume of requests, Absence Management staff will send a written reply to leave requests within 5-10 business days, barring extenuating circumstances. If an employee has specific questions that are not answered by the Absence Management Administration Procedures, Frequently Asked Questions, (FAQ), Extended LOA Checklist, and the leave forms, that employee is encouraged to schedule an appointment to speak with an Absence Management staff member. *To schedule an appointment, please call Payroll and Benefits Services at 301-952-6200.*

DO NOT PONY YOUR LEAVE PAPER WORK!!



Health Insurance Portability and Accountability Act (HIPAA)

- May my employer contact my health care provider about my serious health condition?
- The regulations clarify that contact between an employer and an employee's health care provider must comply with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations. Under the regulations, employers may contact an employee's health care provider for authentication or clarification of the medical certification by using a health care provider, a human resource professional, a leave administrator, or a management official.
- *In order to address employee privacy concerns, the rule makes clear that in no case may the employee's direct supervisor contact the employee's health care provider.*

RETURNING BACK TO WORK



RETURNING BACK TO WORK



All employees returning from Medical Leave because of his or her own medical condition must submit a Certificate of Medical Release to Absence Management 10 days prior to an approved leave ending.

An employee cannot return to work without this release.

All non-medical leave will require a written notification to return to work.



RETURNING BACK TO WORK WITH TEMPORARY RESTRICTIONS

- ✓ Temporary Restriction Placement offers temporary modified work assignments within the employee's physical capabilities, knowledge, and skills. Employees in this program will work at their regular work location. Temporary work modifications will be developed jointly based on the medical release from the employee's Healthcare Provider, the employee's immediate supervisor and Absence Management.
- ✓ To qualify as a Temporary Restriction Placement, an employee must submit a Certificate of Medical Release with the restriction(s) clearly noted; these short-term restriction(s) are limited to 90 calendar days; this form must be received in Absence Management 10 days prior to an approved leave ending.
- ✓ The goal of the this program is to return employees to their prior injury/illness job location with full pay and benefits. Employees with permanent restrictions are not candidates for this program.



SICK LEAVE BANK

Sick Leave Bank (SLB) Is handled and Approved by the Unions

Purpose: The purpose of the Sick Leave Bank is to provide its members with paid sick leave after their own leave have been exhausted. Eligibility, waiting periods, and approval times will vary depending on the Labor Union.

TO APPLY FOR THE (SLB) MEMBERSHIP AND GRANTS:

Please contact your respective Union:

- PGCEA: 301.736.2700- Melissa Robinson**
- Local 400: 301.403.0271- Tracie Hussey**
- ACE/AFSCME (Local 2250): 301.809.0472 –Lisa Clemons**
- ASASP (Unit II- Unit III): 301.925.7047- Veronica Matherne**
- ES & C: 301-952-6200- Frieda Hudson**

A large, dark blue speech bubble with a light blue drop shadow, containing the text "LET'S TALK ABOUT IT". The word "TALK" is highlighted in orange, while "LET'S" and "ABOUT IT" are in white.

LET'S TALK
ABOUT IT