

PROCESS FLOW TIPS WHEN EMPLOYEES MAY BE ON EXTENDED LEAVE

Important Reminders:

- **If FMLA eligible absence, then whatever paid time is used (sick or annual or STD, etc.) should also be shown as a FMLA absence during the entire absence (up to 12 weeks in a rolling calendar year).**
- **In all below scenarios where FMLA is appropriate, the employee should be instructed to return the FMLA Medical Certification to the agency by the 15th calendar-day following notification.**
- **At all times, when employees are on extended leave, the agency is entitled to have proof of the need for the employee to be on leave. If the employee does not supply this information, then other processes (such as discipline) may be initiated.**
- **If employees meet the eligibility requirements, donated leave may be utilized during the 20 calendar-day elimination period for STD. They cannot use donated leave beginning the 21st day out unless their STD claim has been approved. Once the STD claim has been approved, donated leave may be utilized retroactively for any lapse between the elimination period and the approval of STD.**

Helpful Hint: Mark your calendar with appropriate dates for the employee such as when the 90 day period ends for workers' comp supplement or when 12 weeks of FMLA is concluded.

Process

- 1. Employee notifies agency of future absence for personal medical reasons which will last more than 20 days.**
 - a. Check current leave balances**
 - b. Have employee complete leave slips**
 - c. Provide employee with FMLA paperwork (if eligible) and send the STD informational letter. Also, instruct the employee to call The Hartford. The agency should also call The Hartford.**
- 2. Employee calls out sick or has a PIP non-work related claim**
 - a. Check current leave balances**
 - b. Have employee complete leave slips**
 - c. On 4th calendar day of absence, check to see if FMLA eligible.**

- i. **If not FMLA eligible (employed less than one year or worked less than 1250 hours during prior 12 month period), then send STD informational letter to the employee on the 10th calendar-day out or sooner if already notified that the absence will exceed 20 calendar days. Also, instruct the employee to call The Hartford. The agency should also call The Hartford.**
 - ii. **If FMLA eligible, in addition to 2(c) (i), tentatively designate the absence as FMLA and provide employee with FMLA paperwork.**
3. **Employee files a lost time Workers' Compensation Claim or a lost time PIP Claim which is Workers' Comp eligible.**
 - a. **Upon approval of claim, pay a one-time 90-day Workers' Comp supplement (remember that Hazardous Duty pay extends for 12 months in these cases.)**
 - b. **Upon knowledge that the absence will be for more than 20 days, proceed per #1.**

For all above scenarios:

IF the employee fails to notify The Hartford by the 15th calendar-day, then they cannot use available sick, annual or compensatory leave until approval for STD is received.

IF the employee notifies The Hartford by the 15th calendar-day, then they can use approved sick, annual or compensatory leave until approval for STD is received. Once approval is received, then retroactive adjustments will need to be made and agencies may recoup any overpayments.

STD ends for all employees approved for STD no later than the 182nd calendar day. If LTD is approved, then it begins on the 183rd calendar day. Once on LTD, then the employee should be paid for remaining leave per Merit Rules 5.2.8 and 5.3.4.1.