

Brevard Public Schools

Leave Management HRIS

6-14-12 & 6-29-12

Leave Time Frames

- Leave of Absence is defined as an absence of greater than five days (excluding vacation)
- Same event if RTW \leq 20 days (Same LOA)
- New event if RTW $>$ 20 days (New LOA)
- Non-emergency - leave docs due to site ten workdays before — this includes all leave types
- Emergency — leave docs due to site ten workdays after — this includes all leave types
- Employees are required to notify their sites for Annual Personal Leave of Absence Requests by May 7th 2012

Leave Types — Medical

Any absence >5 days for employee's own illness or injury — no matter what the cause

- Runs currently with Family & Medical Leave Act, if eligible
- Requires DOL certification form giving diagnosis plus beginning and end dates
- These leaves are approved



Leave Type — Personal

Absence >5 days for any other reason except vacation

- Must provide reason for the leave
- If covered under FMLA (if eligible), requires Department of Labor (DOL) certification form
- May not work for other taxable income (except substitutes working in our district)
- Request may be denied by principal or administrator unless covered under FMLA

F M L A

Family Medical Leave Act

The act of 1993 allows an eligible employee of a covered employer to take job-protected leave for up to a total of 12 workweeks in any 12-month period for:

- Adoption & Foster Care
- Birth of a Child
- Care of a Family Member
- Employee's Own Serious Health Condition



FMLA

Military Family Leave

The Act of 2008 provides military family leave (related to military service) for an eligible employee of a covered employer. This enables the employee to take 12 weeks or up to 26 weeks in any 12 months of job-protected leave for:

- Qualifying exigency for covered military member — 12 weeks
- Care for ill or injured covered service member — 26 weeks combined of all FMLA leave types



Qualifying Exigencies

- Short-notice deployment — up to 7 days
- Military events and related activities
- Childcare and school activities — not routine childcare
- Financial and legal arrangements — up to 90 days after service ends
- Counseling
- Rest and recuperation — short-term only, up to 5 days
- Post-deployment activities — up to 90 days after service ends

FMLA Eligibility

An eligible employee is entitled to 12 workweeks of job protected leave during any 12-month period for a qualifying FMLA reason.

AN EMPLOYEE MUST MEET ALL FOUR ELIGIBILITY REQUIREMENTS:

1. 12Months of service (does not have to be consecutive)
2. 1250 Actual Hours worked preceding the date of leave
 - Exception to 1250 actual hours (teachers must have worked at least one full semester)
3. Must have FMLA Hours Available to use
4. Request must be certified by a health care provider

What is a Serious Health Condition?

- Inpatient care (overnight stay)
- Incapacity more than three calendar days involving continuing treatment
- Incapacity due to pregnancy or for prenatal care
- Incapacity due to chronic health condition
- Receiving multiple treatments for condition which, if untreated, would result in incapacity of more than three calendar days



Required FMLA Certifications

1. Employee Medical Certification Form

- Certification of Health Care Provider for Employee's Serious Health Condition (Form WH-380-E)
 - Provides space for employee's essential job functions
 - Check off to indicate that the employee's job description is attached

2. Family Member Medical Certification Form

- Certification of Health Care Provider for Family Member's Serious Health Condition (Form WH-380-F)
 - Asks for detailed information about the family member's condition
 - Amount of time the employee might need to care for the family member
 - *Employee allowed 7 calendar days to provide the additional information if any certification is incomplete or insufficient.*

All Certifications must include the period of incapacity and a diagnosis.

Required FMLA Military Certifications

Qualifying Exigency Form

- Certification of Qualifying Exigency Leave (Form WH-384)
 - Employee must provide notice of the need for qualifying exigency as soon as practicable.

Military Caregiver Form

Certification for Serious Injury or Illness of Covered Service Member (Form WH-385)

- Must provide 30 days advance notice for planned medical treatment
- Detailed information about the service member's condition is required
- Amount of time the employee might need to care for the service member
- *Employee allowed 7 calendar days to provide the additional information if any certification is incomplete or insufficient.*

All Certifications must include period of incapacity and diagnosis.

Privacy Rules

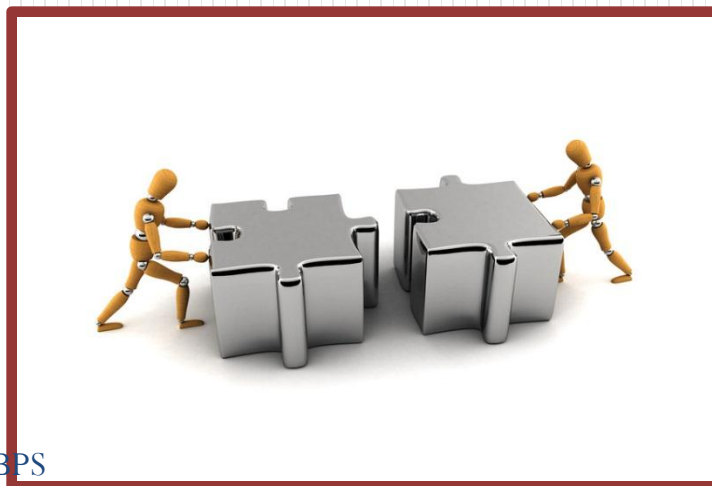
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) includes, the *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) which establishes a set of national standards for the protection of certain health information.

Important Notes:

1. In order to fully protect an employee’s health information, please send the health care provider’s statement and FMLA certifications to your leave specialist **ONLY** at the Office of Compensation and Benefits.
2. FMLA information is confidential and retained in a separate file from the personnel file maintained in the Office of Human Resources.

Who's Responsible?

- The **Employer** is responsible for designating time off work as FMLA and informing Employees of their rights under FMLA.
- The **Employee** is responsible for the completion of the Medical Certification and ensuring it is returned to the Employer.



FMLA as a Benefit

Brevard Public Schools provides the following for up to twelve workweeks:

- Board-Paid Medical Contributions.
- Board-Paid one times Life Insurance Contributions.

FMLA leave runs concurrently with all paid time off options, which include:

- Workers Compensation.
- Sick Pay and Sick Bank Pay.
- Personal charged to sick, vacation, and administrative pay.

Job Restoration

- Upon return from FMLA leave, an employee must be restored to the employee's original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Returning to Work

When an employee returns from a Medical leave of absence, a medical release note from the attending **licensed health care provider** is required. The medical note must include the following:

- Return to Work Date
- Employee's release status, full duty or with restrictions

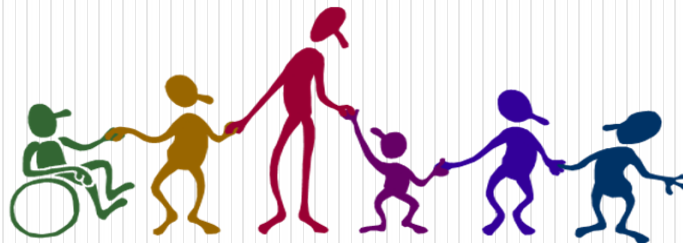
Important Notes:

1. Workers Compensation LOAs require approval by Risk Management.
2. All classroom employees must return to work full duty; non-classroom employees can return to light duty if essential job functions can be performed.

Brevard Public Schools

Welcome to Leave Management Web Tools

<http://benefits.brevard.k12.fl.us/HR/LOA/LOAHome.htm>



Leave Management

Welcome to the Brevard Public Schools Leave Management Human Resources Information Systems (HRIS)

At some point, an employee may be faced with a personal or family illness or other life event that requires him or her to be away from work for an extended period of time. The role of the Office of Compensation & Benefits is to assist employees in managing the leaves they need to handle their life events and to ensure a smooth transition back to their roles within Brevard Public Schools.

Strategic Value of Leave Management HRIS

- Leave policy definition and compliance.
- FMLA Compliance.
- Manpower availability for business continuation.
- Timely leave management.
- Financial implications of leaves.
- Performance vs. Leaves.
- Leave metrics.
- Accurate information about leave data.
- Instant leave information messaging.
- Instant information about an employee's leave history.
- Saves HR's time — studies indicate at least 15% of HR time is spent on accessing leave data.

Leave# Number	Lv Typ Type	Reason Leave	Lv Start Start	Unpaid S End	Unpaid E Leave	Lve Typ	End Site	Return	St
0100145	MEDFM	08282006	10092006	02132007	02132007	EA	0051		
0100263	PER	03102008			05242008	EA	0051		
0100385	MEDFM	01122009			05252009	EA	0051		
1100038	PERED	08022010			10082010	EA	0051		

1=Hlp

3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd

11=View 12=Esc

Screen XP H315 Leave Summary

This is a query screen which shows the leave history for test employee 20011001.

- The user can select any leave listed to see the details for the leave.
- In this case the user chooses Leave Number 1100038.

Prepared by Karen Maltese BPS

The next screen shows the details of Leave Number 1100038.

Employee: 20011001 _ Sample, John-19

Leave: 1100038

PTP	Hr-day	Days	Chks	Site	Spec1st	Cer	SB	FML	LvLen
EA	8.000	196	26.0	0011	<u>BNJH</u>	_	_	<u>Y</u>	

FML-Hr	Used	Avail	FMLA-End	NFML-End	Spouse-Id
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A	SQ	Lv Typ	Reason	Lv Start	Unpaid S	Unpaid E	Lve End	Return	St
<u>A</u>	<u>01</u>	<u>PERE</u>	<u>ED</u>	<u>08022010</u>	_____	_____	<u>09302010</u>	_____	_____
—	—	—	—	—	—	—	—	—	—
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1=Hlp 2=Note 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd

11=View 12=Esc

Screen XP H 316 Leave Detail

This is the first leave for the employee under Leave Number 1100038.

This leave is a Personal Leave for Professional Education.

Employee: 20011001 _ Sample, John-19

Leave: 1100038

PTP	Hr-day	Days	Chks	Site	Spec1st	Cer	SB	FML	LvLen
EA	8.000	196	26.0	0011	<u>BNJH</u>	_	_	<u>Y</u>	

FML-Hr	Used	Avail	FMLA-End	NFML-End	Spouse-Id
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A	SQ	Lv Typ	Reason	Lv Start	Unpaid S	Unpaid E	Lve End	Return	St
<u>A</u>	<u>01</u>	<u>PERE</u>	<u>ED</u>	<u>08022010</u>	<u>_____</u>	<u>_____</u>	<u>09302010</u>	<u>_____</u>	<u>CL</u>
<u>A</u>	<u>02</u>	<u>MEDFM</u>	<u>BIR</u>	<u>10012010</u>	<u>_____</u>	<u>_____</u>	<u>11122010</u>	<u>_____</u>	<u>__</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>-</u>	<u>-</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

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Screen XP H316 Leave Detail

A 2nd leave type is added to the initial Personal Leave for Professional Education.

The Status of CL at the end of the leave on the first line means there is a continuation of this leave with a new leave type and reason.

The new leave segment is a medical leave for child birth.

Employee: 20011001 _ Sample, John-19

Leave: 1100038

PTP	Hr-day	Days	Chks	Site	Spec1st	Cer	SB	FML		LvLen
EA	8.000	196	26.0	0011	<u>BNJH</u>	_	_	<u>Y</u>		

FML-Hr	Used	Avail	FMLA-End	NFML-End	Spouse-Id
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A	SQ	Lv Typ	Reason	Lv Start	Unpaid S	Unpaid E	Lve End	Return	St
<u>A</u>	<u>01</u>	<u>PERE</u>	<u>ED</u>	<u>08022010</u>	_____	_____	<u>09302010</u>	_____	<u>CL</u>
<u>A</u>	<u>02</u>	<u>MEDFM</u>	<u>BIR</u>	<u>10012010</u>	_____	_____	<u>11122010</u>	_____	<u>CL</u>
<u>A</u>	<u>03</u>	<u>PER</u>	<u>CR</u>	<u>11152010</u>	_____	_____	<u>01212011</u>	_____	_____
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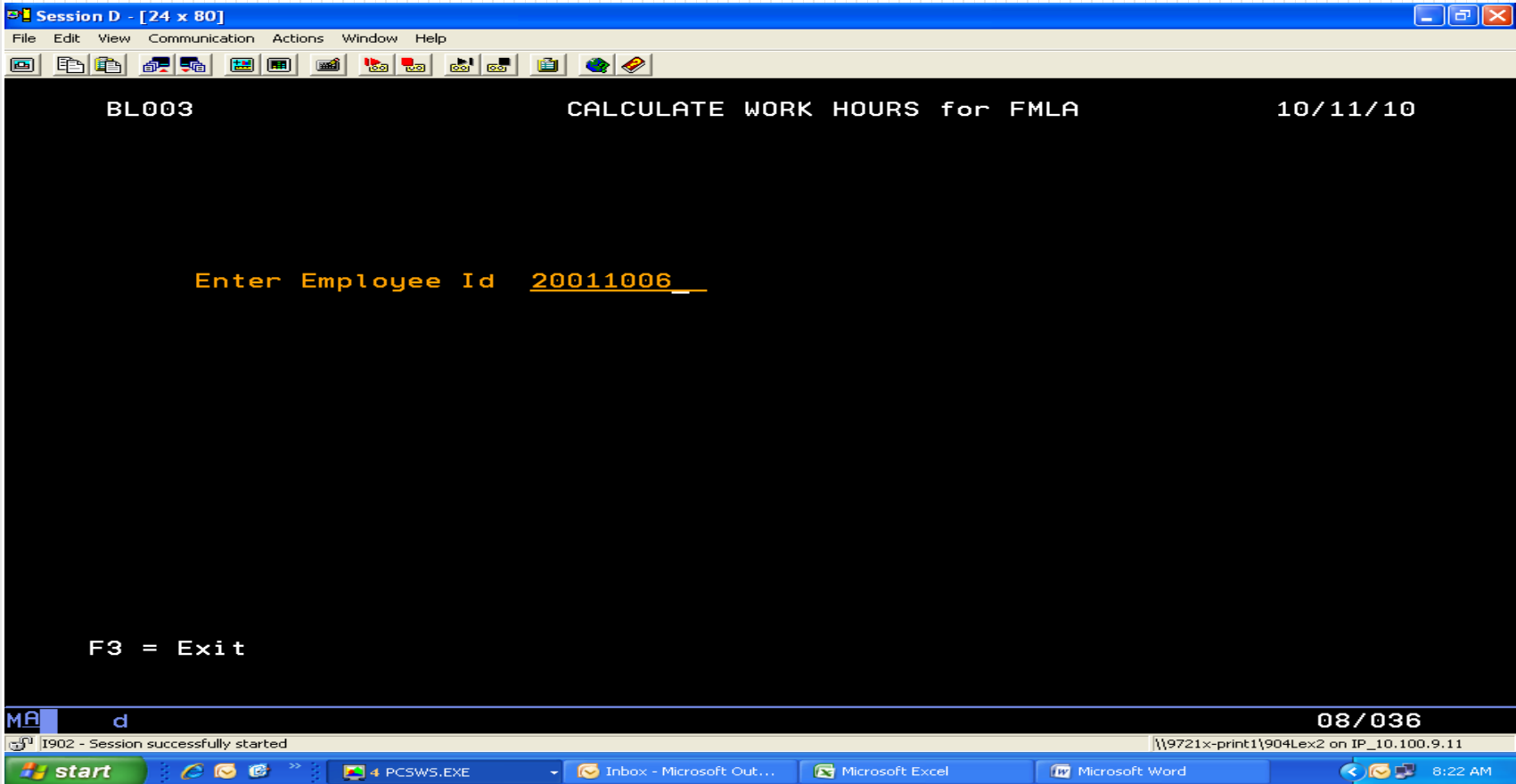
Screen XP H316 Leave Detail

A 3rd leave type is added to the same leave number for Child Rearing.

The Status of CL at the end of the leave on the second line means the leave is continued with a different leave type.

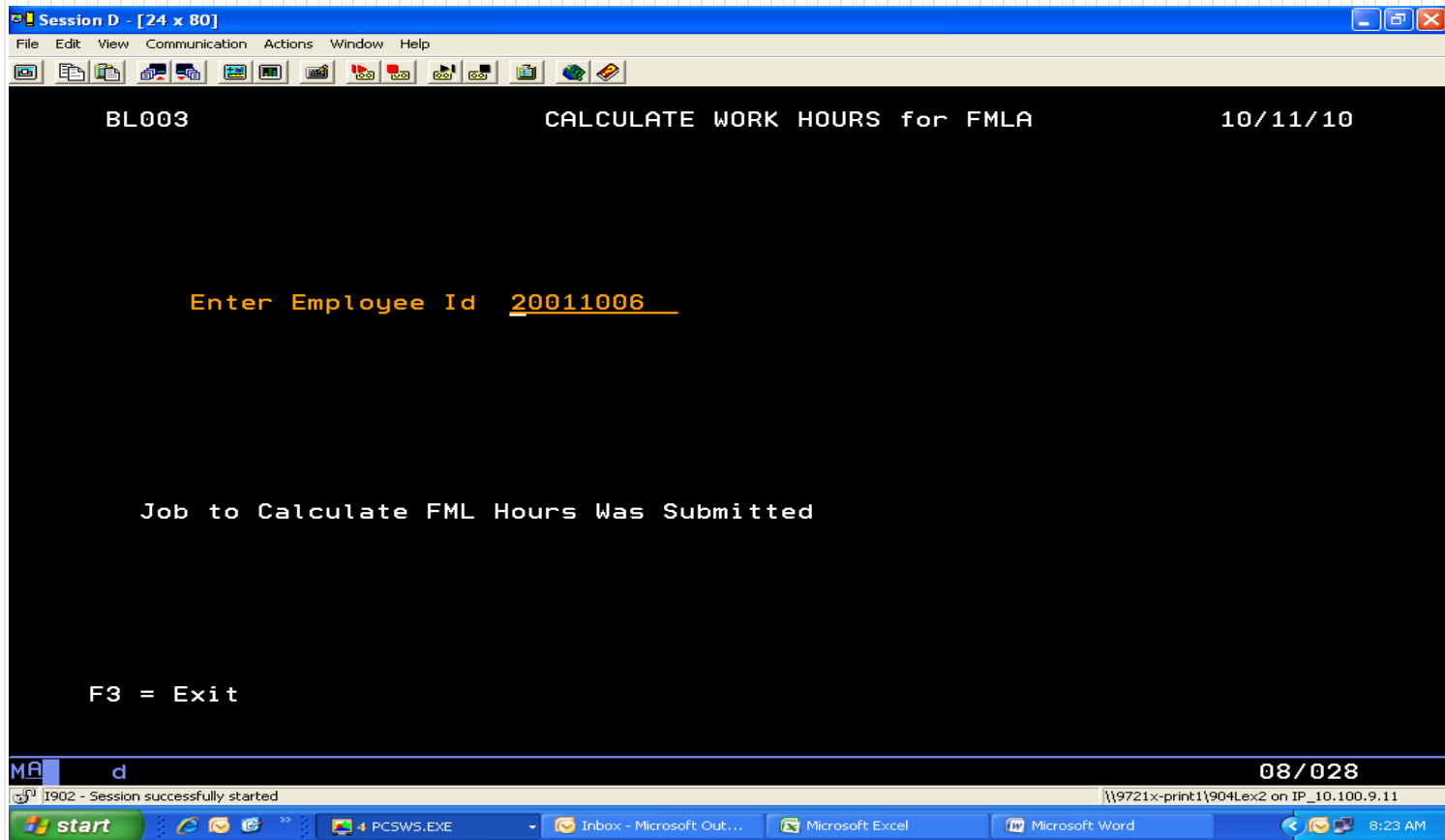
The new leave segment is a personal leave for Child Rearing.

Prepared by Karen Maltese BPS



Calculate Work Hours for FMLA Eligibility

Enter Employee ID Number



FMLA Work Hours Processing

Submit job to calculate hours worked
FMLA Eligibility Report to Follow

Date: 10/11/10

Time: 11:00:40

BREVARD PUBLIC SCHOOLS

VERIFY FMLA ELIGIBILITY

For: 20011006 Sample, John-33

FISCAL	RUN#	MCVC	WORK FROM	WORK TO	HRS WORKED	MESSAGE
2010	T29		05/24/10	05/24/10	8.00	
2010	C25		05/14/10	05/24/10	56.00	
2010	C24		04/30/10	05/13/10	72.25	
2010	C23		04/16/10	04/29/10	76.00	
2010	C22		04/02/10	04/15/10	70.50	
2010	C21		03/19/10	03/26/10	48.00	
2010	C20		03/05/10	03/18/10	66.00	
2010	C19		02/19/10	03/04/10	71.25	
2010	C18		02/05/10	02/18/10	64.50	
2010	C17		01/22/10	02/04/10	80.00	
2010	C16		01/08/10	01/21/10	72.00	
2010	C15		01/01/10	01/07/10	40.00	
2010	C14		12/11/09	12/18/09	40.50	
2010	C13		11/27/09	12/10/09	80.00	
2010	C12		11/13/09	11/26/09	64.00	
2010	C11		10/30/09	11/12/09	64.00	
2010	C10		10/16/09	10/29/09	80.00	
2010	C09		10/02/09	10/15/09	80.00	
					TOTAL HOURS:	1,133.00

Questions?

Visit our web site

<http://benefits.brevard.k12.fl.us/HR/LOA/LOAHome.htm>
for Leave Forms and Information

Thank you for your time.

Leave Management Team

Karen Maltese, Maria Perez, Bernice Johnson & Florencia Cardona

