

HRSS LEAVES ADMINISTRATION INFORMATIONAL SESSION

2026

Agenda

- Types of Extended Leaves
- Employee Resource Center
- When to Contact HRSS Leaves Administration
- Extended Leave of Absence Manager and Employee Responsibilities
- Workers' Compensation Claim Manager and Employee Responsibilities
- Leaves Notifications
- Leave of Absence Dos and Don'ts
- HRSS Reporting
- Contact Emails
- Questions

Please refrain from speaking about any specifics (employee names, diagnosis, type of leave, etc.) on past or current cases during this information session. Please contact us after this presentation with questions on how to deal with specific cases or issues you are encountering with your employees.

Types of Extended Leave

Leave Type	Background/Entitlements
Family and Medical Leave Act (FMLA)	• Can be continuous or intermittent • 12 weeks of leave in rolling 12 month period • Health Benefits • Job protection
Non-FMLA Medical	• Group 12 – Permanent Only • One year absence (for Self Illness) • SLOAC (runs concurrent with unpaid self illness related leaves and applicable max timeframe)
Child Care Leave	Group 11 employee or Group 12 (non-permanent) employee who becomes the parent of a child by birth, or by adoption of a child up to four (4) years of age, is: • entitled to a leave of absence without pay, for a period of up to twelve (12) calendar months. • Subsequent births or adoptions, have a maximum allowance of 6 months of child care leave. Group 12 employees covered by the Citywide Contract who becomes the parent of a child by birth, or by adoption of a child up to four (4) years of age, is: • entitled to a leave of absence without pay, for a period of up to forty-eight (48) calendar months. The use of the maximum allowance of 48 months is limited to one instance only. All leaves for additional children run concurrent once employee is on child care leave. • Subsequent births or adoptions, have a maximum allowance of 36 months for each new instance of leave.

Types of Extended Leave Cont.

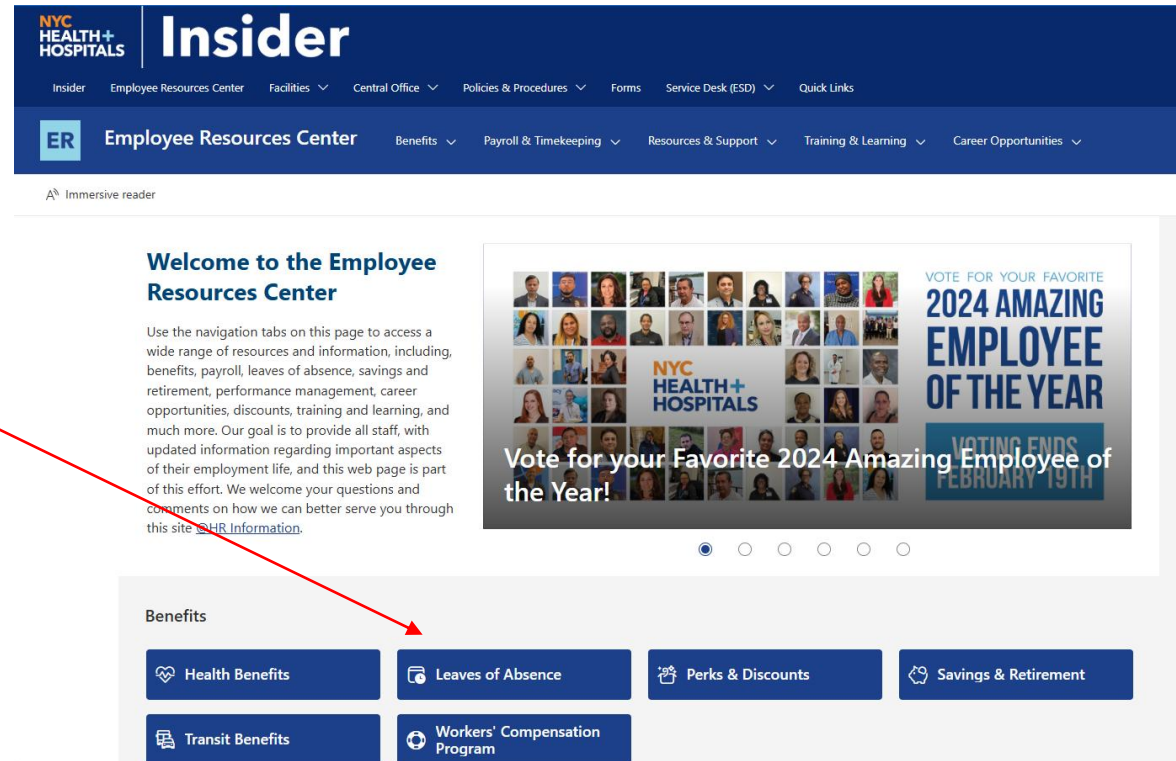
Leave Type	Background/Entitlements
Paid Family Leave (PFL)	• Up to 12 weeks paid leave (can be continuous or intermittent) • 67% of avg. weekly wage up to max allowance • Health Insurance remains intact • Provides job protection in addition to income replacement • Managed through third party administrator Absolve
Military Leave (Statutory and/or EMBP)	• Up to five years of job protection • Exceptions apply
Workers' Compensation Leave	• Employees may elect to be paid through accruals or third party (NYC Law dept) • Absence from work for up to 1-2 years max depending on injury type • Employee must request leave
Paid Parental Leave (PPL)	• Group 11 Only (can be continuous or intermittent) • Up to 12 weeks of pay for the birth of a child, or placement of a child for adoption or foster care. • Must apply for PFL if applicable.
Leave as a EEO Reasonable Accommodation	• When other LOA types related to self illness are exhausted or unavailable • This leave type is separately managed by EEO

Types of Extended Leave Cont.

Leave Type	Background/Entitlements
Advanced Sick Leave with Pay Under Rule 3.4	• An employee may be advanced up to twelve (12) sick days which will be charged to future sick leave upon return to duty. • Employee must have at least one (1) year of city service in a non-competitive or permanent title. • Group 11 titles are also eligible • Runs concurrent with FMLA, as applicable • Discretionary
Extended Sick Leave Benefits Under Rule 3.5	• Permanent employee may be granted sick leave with pay for 3 months after 10 years of service and after all sick and annual leave credits have been exhausted. • Group 11 employees with 10 years of service may be eligible with approval, as per OP 20-26 • Discretionary
Dedicated Sick Leave (DSL)	• Eligible employees may receive donation from employees when on an HRSS Leave Administration approved absence • Donor and recipient must meet required eligibility criteria (OP 20-65)

HRSS Leaves Administration

Employee Resource Center (ERC)



The Leaves of Absence and Workers' Compensation Program tiles house forms, FAQ's. policies & procedures, etc.

When to Contact HRSS Leaves Administration

When to refer an Employee to HRSS Leaves

- Employee is injured on the job
- Employee is sick (due to non-work-related injury/illness or work-related injury/illness)
- Employee is pregnant
- To care for a newborn
- Placement of a child for adoption or foster care
- Employee needs to care for an ill family member
- Employee is out for more than 2 weeks due to medical reasons (for self or family member)
- Employee receives military orders
- Employee needs military caregiver leave

HRSS Leaves Administration

Request Submittal Process

Employee sends their request via email to the hrssleaveadministration@nychhc.org inbox or via ESS through Absence Management tile



A ticket is created in ServiceNow and generates a ticket number. This ticket number is used to reference the case throughout the leave.



The Intake team reviews the ticket and determines next steps. The request is assigned to a Leave Administrator, if appropriate.



The Leave Administrator approves or denies the request based on the medical documentation provided and leave eligibility.

Extended Leave of Absence

Manager Responsibilities

- Recognize the employee's need for a leave of absence
- Ensure leave type and usage is properly recorded on timesheet while employee is on leave
- Employee's return to work must be authorized by the HRSS Leaves Team prior to allowing the employee to resume working. Failure to follow this step will result in the employee not being paid upon their return
- Employees must obtain OHS Clearance for self-illness related leaves to comply with OP 20-19 and NYS Health Codes prior to reporting to duty. If an employee is denied a return to duty clearance by OHS for reasons unrelated to the leave, local HR must be contacted as that matter is distinct from the HRSS leave team return to duty process

Extended Leave of Absence

Employee Responsibilities

- Submit request for leave, indicate type of leave, along with the required documentation to HRSS Leaves Administration (via email or Absence Management) up to 30 days in advance
- Only email HRSS Leaves Administration, via **hrssleaveadministration@nychhc.org**, when submitting a new leave request
- When responding to a letter to cure- employee should always reference the HRSS Ticket Number for faster review of leave request
- Notify HRSS Leaves Administration of any changes while on an approved leave status
- Submit medical note to HRSS Leaves Administration as indicated on leave letters to extend leave of absence prior to the end of the approved leave of absence.
- Failure/delay to extend leave timely may impact pay/benefits status

Workers' Compensation Claim

Manager Responsibilities

- If needed, advise the employee to seek medical treatment or first aid
- Direct the employee to complete the [Employee Report of Accident/Injury](#)
- Complete [Supervisor's Report of Occupational Accident/Injury form 1615](#)
- If any, have witnesses, complete and submit the [Witness Statement Form WCD-26](#)
- Within 48 hours of the incident submit completed Supervisor's Report, Employee's Report, Witness Statement(s) and OHS Report to LeavesWC@nychhc.org
- Reporting a WC claim is informing HRSS Leaves Administration to file a WC claim on behalf of employee with The NYC Law Department.
- **A WC claim is not an approved WC leave. Accordingly, employees are expected to report to work**
- Follow Absence policy and AWOL process if an employee is not on an approved leave and does not return from a work related incident

Workers' Compensation Claim

Employee Responsibilities

- If needed, seek medical treatment or first aid
- Notify your supervisor verbally of the incident when it occurs: what, when, where, and how you were injured, and who witnessed the incident
- Within 24 hours, complete and return the Employee's Notice of Injury (WCD-23) form via email directly to LeavesWC@nychhc.org
- To receive treatment for a work related injury you must seek treatment from a [NYS Workers Compensation Board Participating Physician](#)
- Employee must submit an Election of Rate of Charge Against Annual and/or Sick Leave DP 2002 form. *Option 1 WC with pay using sick/annual leave. Option 2 WC without pay no charge to sick/annual leave.*
- If a health care provider informs you that you cannot return to duty, inform your supervisor and request an extended leave of absence via email directly to HRSSLeaveAdministration@nychhc.org or through ESS Absence Management module in Peoplesoft.
- Employees must submit medical documentation throughout the approved extended leave, from first day absent to return to work.

Pay & Benefits while on a Leave of absence

HRSS Leave Administration reviews benefits and leave type to determine:

- Active health benefits status
- Duration of benefits during leave
- Coverage end date

The Payroll Department provides HRSS Leave Administration with employee time and leave balances to determine the pay duration during a leave of absence. This information is essential for managing benefits continuation while in paid status and through Special Leave of Absences Coverage (SLOAC) (where applicable) and for issuing COBRA notices for employee paid benefits.

Any questions or concerns regarding time and leave balances, timesheets, or paychecks, please contact Payroll at PayrollInquiries@nychhc.org.

Returning to Duty

Returning from medical leave (self-illness):

- Employees must submit a return to duty medical note dated within 3–7 days of their return
- Employees will receive an OHS referral which must be taken to their facility for final clearance
- Central Office employees do not require OHS clearance but must submit their medical note to HRSS Leave Administration

Returning from leave to care for others:

- OHS clearance is not required
- Employees must email their Leave Administrator to confirm return to work

Non-compliance with process:

- Employees will be referred to local Human Resources to complete return to duty steps
- May cause delays in reinstating benefits (if applicable), pay, and access to H+H systems (including EPIC)

Leaves Notifications

Type of notification	Who gets the notification
Acknowledgment of request	*Employee, Reports to manager, and local HR
Response to the request and all other notifications	*Employee, Reports to manager, and local HR

**Reports to manager (as reflected in PeopleSoft at time of relevant communication) and local HR are copied on communications whenever a request is received or a determination is issued by HRSS Leave Administration. Managers must ensure that PeopleSoft records are up to date in displaying the employee's current supervisor.*

Leave of Absence Dos and Don'ts

Do's

- Contact HRSS Leave Administration for extended leave requests (over 2 weeks, excluding annual leave)
- Maintain confidentiality of employee leave information
- Code timesheets based on the leave approval letter
- Direct Payroll related questions to Payroll via email at PayrollInquiries@nychhc.org
- Consult local HR if no official leave approval is on file

Leave of Absence Dos and Don'ts Cont.

Don'ts

- Do not collect medical documentation from your staff
- Do not share leave details unnecessarily with staff
- Do not advise employees on pay or benefits
- Do not approve informal leaves of absence
- Do not allow employees on continuous leave to work before receiving confirmation from HRSS Leave Administration

Contact Emails

HRSSLeaveAdministration@nychhc.org – used to submit **ALL** leave requests.

LeavesWC@nychhc.org– used to submit initial Workers' Compensation injury claim forms **only**.

WCLeavesofAbsenceTeam@nychhc.org –used by Leaves Administrators to communicate Workers' Compensation leave information to employees, department heads and facility HR

LeavesofAbsenceTeam@nychhc.org– used by Leave Administrators to communicate leave information to employees, department heads and facility HR

IFMLATeam@nychhc.org – used by Leave Administrators to communicate intermittent leave information to employees, department heads and facility HR

HRSSLeavesPFL@nychh.org – used by Leave Administrators to communicate PFL leave information pertaining to employee leave requests to employees, department heads, facility HR. Employees must submit applications for PFL directly to the 3rd party vendor, Absolve.

PPLHRSS@nychhc.org- used by Leave Administrators to communicate PPL leave information to employees, department heads and facility HR

QUESTIONS

