

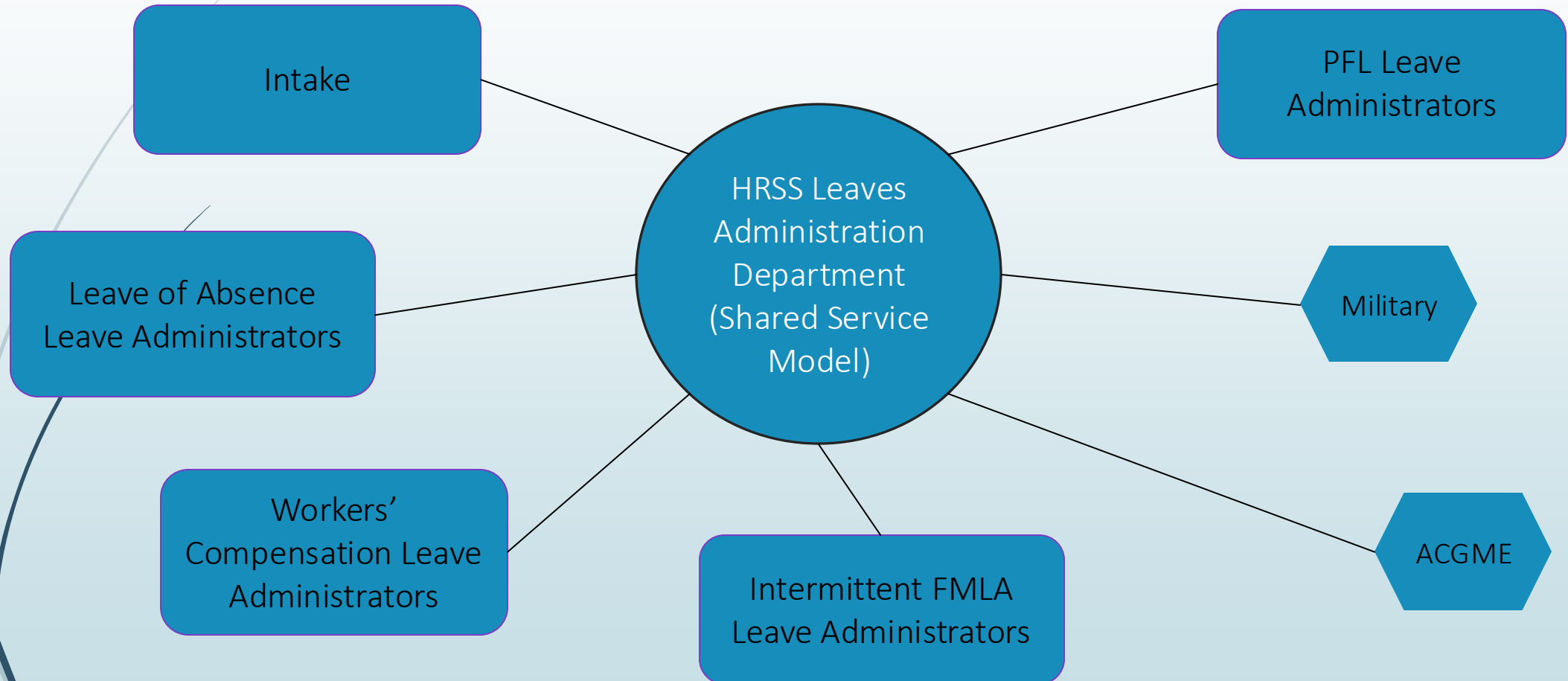


Intermittent Leaves Refresher

HRSS Leaves Administration

May 2, 2024

HRSS Leaves Administration Team



Leaves of Absence Page

Leaves of Absence

The HRSS - Leaves Administration Department is responsible for administering Leaves of Absence for NYC Health + Hospitals and the Workers' Compensation Program. As a part of the HRSS team, we focus on the health and safety of our employee while striving to provide a high level of case management services.

[Family & Medical Leave \(FMLA\)](#)[Paid Family Leave](#)[Childcare Leave](#)[Parental Leave](#)[Military Leave](#)[Workers' Compensation Program](#)[Dedicated Sick Leave Program](#)[Expecting Birth Parent](#)[Resident \(ACGME\) Leave Guidelines](#)

How to Request Extended Absence

This guide provides steps to submit requests for non-work-related and work-related medical leave of absence. These steps should also be followed to submit leave extensions.

[Extended Absence PDF Guide](#)

**REQUEST
EXTENDED ABSENCE**

IN PEOPLESOFT HR ABSENCE MANAGEMENT

Helpful information regarding the various HRSS Leaves Administration leave types as well as all related forms can be found on the intranet

It is important to note that this page is updated frequently as laws and policies may change

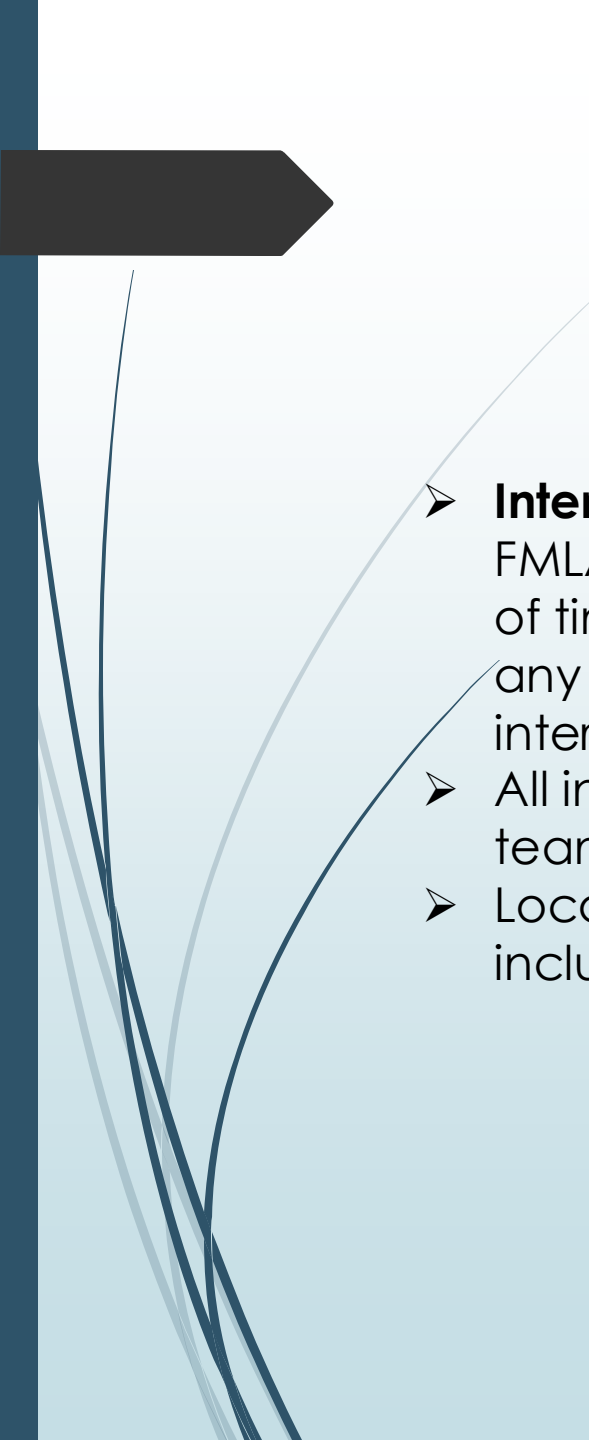
What is FMLA?

- The Family and Medical Leave Act (FMLA) provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons. It requires continuation of their group health benefits under the same conditions.
- FMLA is job-protected, unpaid leave. Employees may use employer provided paid leave at the same time that they take FMLA leave if the reason they are using FMLA leave is covered by the employer's paid leave policy. An employer may also require an employee to use their paid leave during FMLA leave.
- Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

Eligibility: Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months (rolling calendar) before their FMLA leave starts

Entitlement:

- Up to 12 workweeks of leave in a 12-month period for any FMLA leave reason except military caregiver leave, and
- Up to 26 workweeks of military caregiver leave during a single 12-month period.



What are Intermittent Leaves?

- **Intermittent or reduced schedule leave.** Employees have the right to take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. Generally, any leave that is 3 business days or less at a time is considered to be an intermittent leave
- All intermittent (FMLA, PFL and PPL) leaves are processed by a designated team (IFMLA Team)
- Local HR and Reports to Manager (RTM) as indicated in PeopleSoft are included in all leave related communications for their staff

Request Submittal Process

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



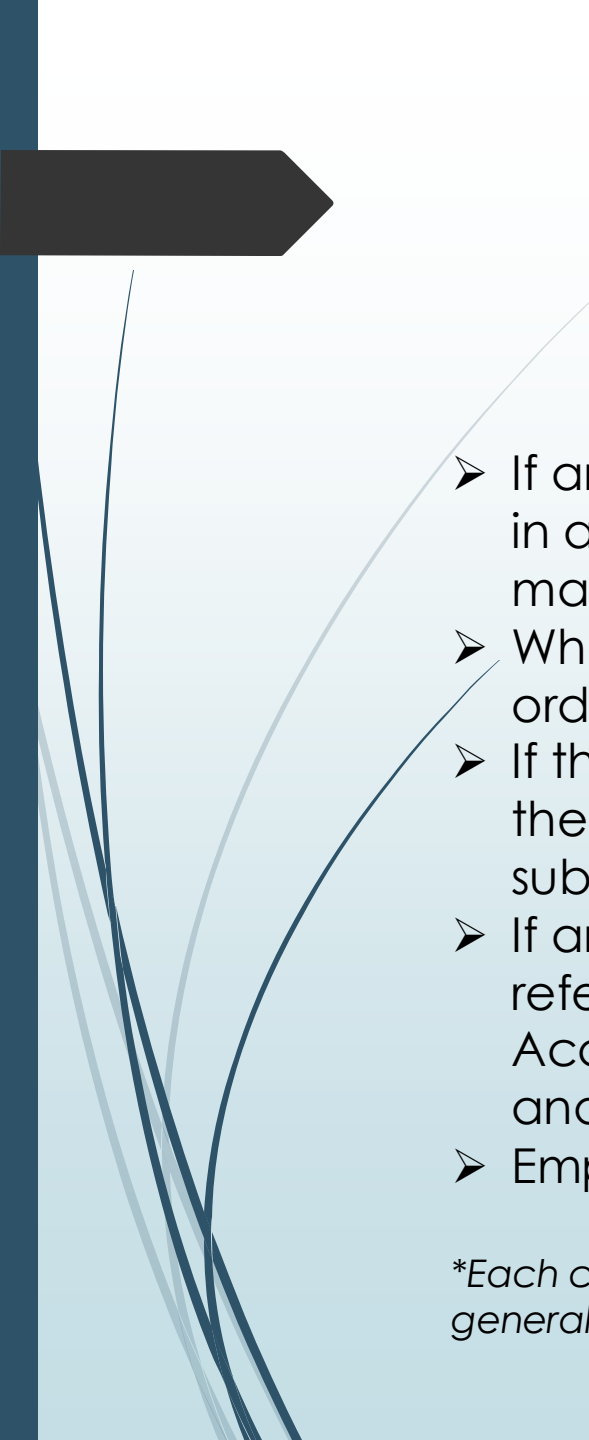
A ticket is created in ServiceNow and generates a ticket number. This ticket number is used to reference the case throughout the leave.



The request is assigned to the Intermittent team to process. Local HR and the reports to manager are notified that there is a request in progress.



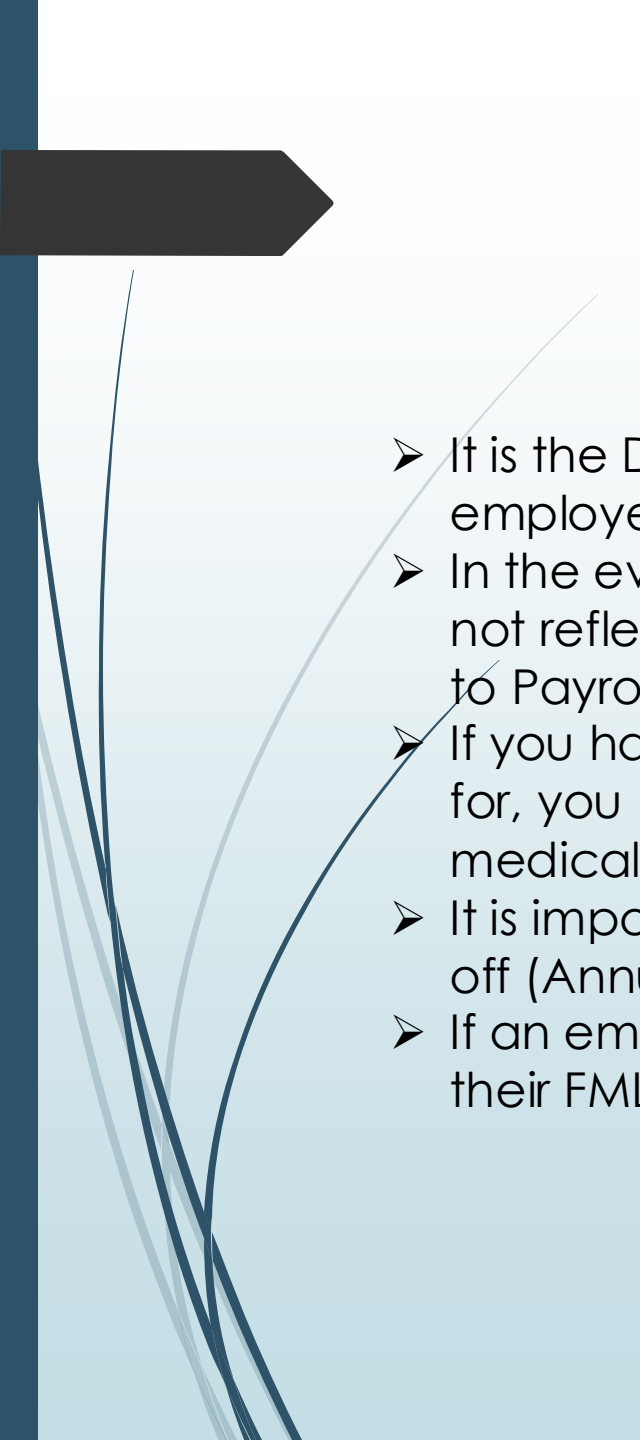
The Leave Administrator approves or denies the request based on the medical documentation provided and leave eligibility. Local HR and the reports to manager are included in this communication



Employee Responsibilities

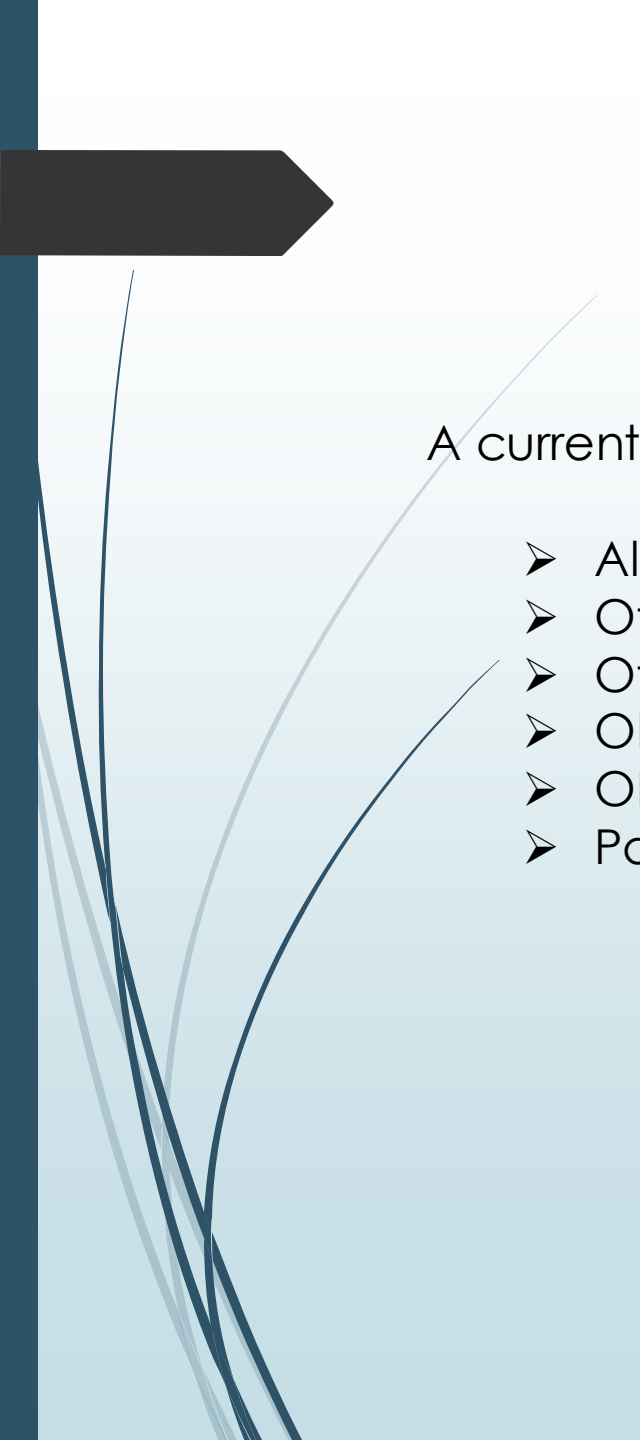
- If an intermittent LOA is scheduled, employee must attempt to schedule in a way least disruptive to the business operations and notify their manager with as much notice as possible
- When calling out, employee must specify that they are taking IFMLA in order to ensure proper coding by department for timekeeping records
- If there are any changes in frequency and/or duration while on leave, the employee must notify HRSS Leaves Administration directly by submitting updated medical documentation
- If an employee does not meet the FMLA eligibility criteria, they will be referred to EEO to be considered for a leave in the form of a Reasonable Accommodation. This process is handled directly by the Office of EEO and not HRSS Leaves Administration
- Employee are responsible for submitting timely requests for leave

**Each case is reviewed on an ad hoc basis and vary based on many factors. We cannot provide general hypothetical information as it may not be applicable*



Manager Responsibilities

- It is the Department's responsibility to track all intermittent leave usage by employees and ensure proper timekeeping records
- In the event, the timekeeping record is not coded appropriately and does not reflect the correct FMLA usage, you must submit timesheet corrections to Payroll
- If you have an employee who is utilizing more time than they are approved for, you must direct them to HRSS Leaves Administration to submit updated medical documentation to potentially modify their request
- It is important to keep in mind that employees remain entitled to use time off (Annual Leave or PTO use unrelated to their intermittent leave)
- If an employee is exhibiting attendance/performance issues, unrelated to their FMLA, this must be addressed locally under the guidance of local HR



HRSS Reporting

A current list of employees on various leaves is distributed on a weekly basis to:

- All facility Human Resources Leadership (Full employee population)
- Office of EEO (pending EEO determination)
- Office of Labor Relations (Group 12s only)
- OPCC (all nursing staff regardless of leave type)
- OHS (Full employee population)
- Payroll (specifically identified leave types)



Other Intermittent Leave Types

Intermittent Workers Compensation leaves – Please complete the Workers Compensation Leave Training available to all supervisors on PeopleSoft ELM for more information

Intermittent EEO Leaves- These leaves are managed directly by the office of EEO and cannot be clarified by HRSS Leaves

Intermittent PFL – Paid Family Leave (PFL) is administered by a 3rd party, Absolve directly.

Contact Emails

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

LeavesofAbsenceTeam@nychhc.org– used by all Leave of Absence Leave Administrators to communicate leave information to employees, department heads, facility HR, Payroll, etc.

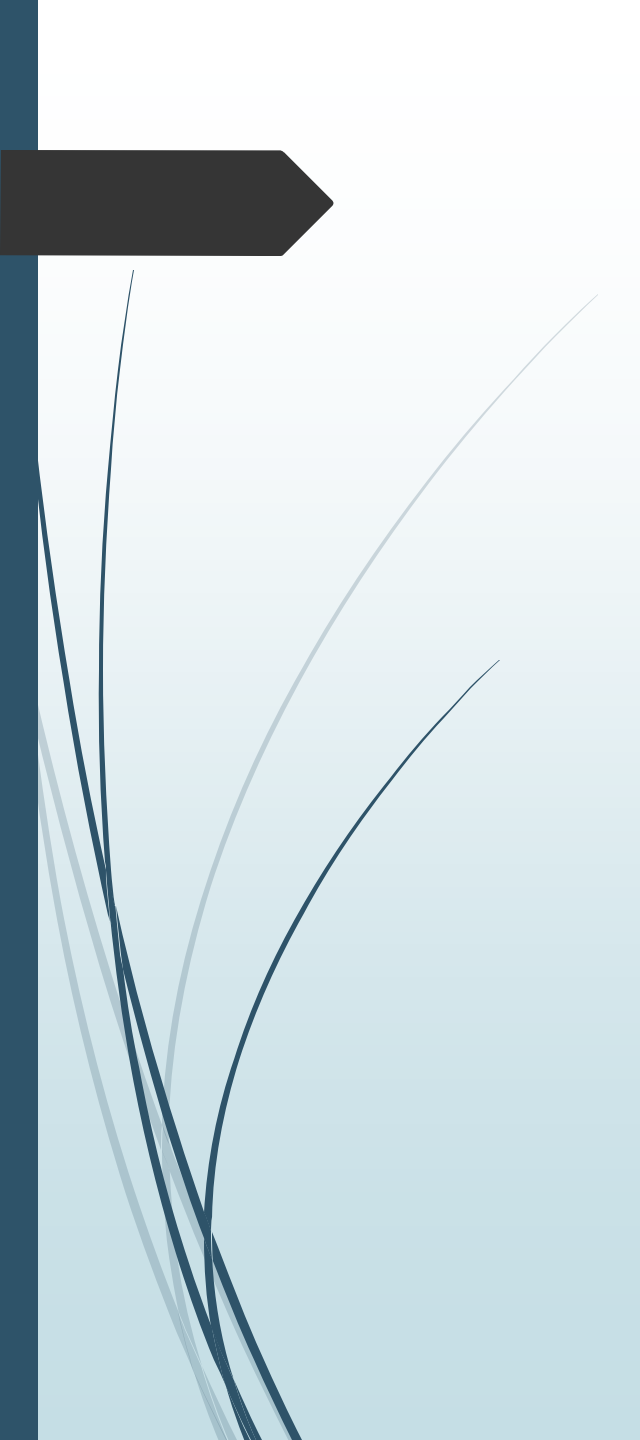
IFMLATeam@nychhc.org – used by all IFMLA Leave Administrators to communicate leave information to employees, department heads, facility HR, Payroll, etc.

HRSSLeavesPFL@nychh.org – used by PFL admin to receive PFL related information from our third party vendor pertaining to employee leave requests, communicate related information to employees, department heads, facility HR, etc.

LeavesWC@nychhc.org– used to submit initial Workers' Compensation claim forms **only**. All other Workers' Compensation emails should be sent to WCLeavesofAbsenceTeam@nychhc.org.

WCLeavesofAbsenceTeam@nychhc.org –used by Workers' Compensation and Leave of Absence Leave Administrators to communicate Workers' Compensation leave information to employees, department heads, facility HR, Payroll, etc.

At no point, should a leave administrator be contacted directly usingg their personal email address



Questions?