HR User FAQ – Leave of Absence Part II

1. What is Accident Leave?

Accident leave is a leave of absence used for employees who experience a **job-related** injury or incident, **during the performance of duties** that result in the need for medical treatment.

2. How is Accident Leave processed?

1. **Outside of Workday:** Employees must complete a 1st Report of Injury. Agency HR must file injury report electronically online.

2. **IWIF Pending:** In the event an employee has a **work** injury, Accident Leave should be **granted, pending** the determination by IWIF; captured on **timesheet**.

3. **IWIF Decision is made:**
   a) **IWIF Approved:** If IWIF approves Accident claim, then enter the Accident Leave **event** in Workday using the <u>date IWIF</u> as the First Day of Leave.

   b) **IWIF Denied:** If IWIF denies the Accident claim, then work with timekeepers to make corrections.

4. Accident Leave LOA event entered into Workday (may run concurrent with <u>unpaid</u> FMLA)**.**

3. At what points in this process do we use the timesheet?
Continuous LOA Event vs. Timesheet Entry

	IWIF Pending	IWIF Approved
IWIF	Timesheet Entry	LOA Event
FMLA	None	Timesheet Entry

While IWIF is pending, the IWIF timesheet entry code should be used and no FMLA should be taken by the employee. After IWIF is approved, the IWIF LOA event should be entered as an event in the system and FMLA should be taken, using the timesheet.

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4. Why is FMLA captured on the timesheet with continuous IWIF?

FMLA runs concurrently with IWIF Approved Accident leave, if it has been approved as a qualifying event.

- FMLA will be **unpaid.** IWIF Approved Accident LOA will pay the employee. (FMLA covers the job protection piece of the IWIF claim.) Employees **cannot** be paid for accrued leave while on Continuous IWIF leave. ***FMLA will NOT be an LOA Event**

    - If an unpaid FMLA LOA event is entered in Workday along with an IWIF Approved Accident LOA, then it will unnecessarily trigger a Benefits event. Instead, the unpaid FMLA will be **captured on the timesheet to prevent triggering a Benefits event** to the employee.

    - If a paid FMLA LOA event is entered in Workday along with an IWIF Approved Accident LOA, then accrued leave would need to be used. However, employees cannot be paid for the full pay since they will be paid 2/3 on IWIF.

- After IWIF approves, HRC will instruct the employee, manager and/or timekeeper to code the *timesheet* using **FMLA Leave Without Pay (Timesheet)**, starting with the **date IWIF notified HR**.

    - The timekeeper will have to adjust the employee's leave accrual while using unpaid FMLA on the timesheet (IWIFF is paid).

    - If the employee **does not** have sufficient FMLA to cover the IWIF Approved Accident Leave, then leave the timesheet blank. (Workday will display an Alert message on the timesheet, if the employee does not have sufficient FMLA.)

5. What is the Accident Leave Process when IWIF is approved with FMLA?

Quick Guide: Accident Leave Process

Example:

Injury Date:	12/13/2020
IWIF Approved Claim on:	12/27/2020
Claim Approved Until:	2/1/2021

1. Use IWIF Approved Accident Leave (Timesheet) starting with 12/13/2020.

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While IWIF is Pending Approval (current pay period – if paid see corrections):

- Use IWIF Approved Accident Leave (Timesheet) starting with 12/13/2020, date of injury, until notification from IWIF.

- Add "Pending IWIF Approval" in
- Comment field.

	IWIF Pending	IWIF Approved
IWIF	Timesheet Entry	LOA Event
FMLA	None	Timesheet Entry

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
⊖	IWIF Approved Accident Leave (Timesheet)		08:00 AM	12:00 PM		4	Hours		Pending IWIF Approval
⊖	✕ IWIF Approved Accident Leave (Timesheet) ☰		12:30 PM	04:30 PM		4	Hours		Pending IWIF Approval

2. On 12/27/2020, IWIF **notifies** HR that the claim is approved until Thursday, February 1, 2021.

IWIF Approves the Claim and notifies HR (in this example on 12/27/2020) (current pay period – if previous, start with current pp, no retro LOA event)

- **Stop** using the time off code on the timesheet (this will **NOT** be corrected).
- HRC will enter **Accident LOA** in Workday.
- **FMLA** is entered on the timesheet.

	IWIF Pending	IWIF Approved
IWIF	Timesheet Entry	LOA Event
FMLA	None	Timesheet Entry

3. HRC will enter the Accident LOA event in Workday **(beginning current pay period – no retro LOA event)**

   - First Day of Leave is 12/27/2020 **(Date IWIF Notified HR or beginning of current pay period)**

   - Estimated Last Day of Leave is 2/1/2021.

   - Use "Paid > IWIF Approved Accident"

4. Use **FMLA Leave Without Pay (Timesheet)** on timesheet from 12/27/2020 to 2/1/2021.

Concurrent FMLA with IWIF Approved Accident Leave:

▪ Manager, Employee or Timekeeper will use **FMLA Leave Without Pay (Timesheet).**

  • In this example, **FMLA Leave Without Pay (Timesheet)** will be coded from 12/27/2020 to 2/1/2021.

▪ Once the employee is on Paid > IWIF Approved Accident LOA, **DO NOT** use IWIF Approved Accident Leave (Timesheet) time off code.

▪ **The LOA event will automatically pay the employee Accident pay.**

▪ Troubleshoot this by reviewing the employees **Time Off and Leave Request** tab

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6. How do I process Temporary Total Disability in Workday?

Temporary Total Disability (TTD) is a leave of absence event that requires approval and documentation from IWIF.

1. Complete a Return Worker from Leave to <u>close</u> the **Paid > IWIF Approved Accident LOA.**

2. Complete an Unpaid > Temporary Total Disability (Unpaid) LOA event in Workday.

3. Once the employee is on Unpaid > Temporary Total Disability LOA, <u>**DO NOT**</u> use the TTD time off code on the timesheet.

4. Attach IWIF approved documentation with the date range of the TTD (including the end date) to Workday in 2 possible locations:

   - Place Worker on Leave page
   - Worker History > Maintain Employee Documents page

7. How do you extend Temporary Total Disability LOA?

DO NOT complete a return from leave event and enter a second LOA event to extend an unpaid LOA event.

- Returning the employee to close the first unpaid LOA event, and /or entering a second unpaid LOA event, or rescinding the unpaid LOA event **will negatively impact an employee's benefits eligibility**.

- Once an unpaid LOA event is entered in Workday, **do not** make any changes or corrections to the event.

- Extending an unpaid LOA or any corrections **needs to be corrected by DBM Shared Services.**
  - Submit a ticket to SPS Shared Services Support ticketing system at: http://spshelp.dbm.md.gov/login/create_request#/ticket-form/20341

8. How are benefits affected by placing the employee on TTD?

- The employee will receive an event, **Benefit Event – Temporary Total Disability** to continue health benefits or to waive all coverage during their Temporary Total Disability leave.

- The employee will receive a notification to their **work email** on file when the benefit event is initiated.

- They will need to log into **Workday** to complete the event.
- If the employee <u>does not</u> complete this benefit event it will **automatically complete after 60 days** of being initiated and the employee **will be direct billed** for the health benefits enrolled for the duration of the leave.

9. How do you process a termination of a TTD employee?

Processing an employee who will not return to work from TTD:

1. Complete a Return Worker from Leave event to close the Temporary Total Disability LOA event. **This is so if there are any final payouts they can be paid.**
2. Complete a Termination event on the employee.

10. What should we know about Accident Leave Pay Corrections?

- Employees, because of the approval process or just errors, can be incorrectly assigned Accident Leave or should have been assigned Accident Leave on the *Timesheet.*

- *Only corrections to IWIF Approved on the timesheet. Send in a ticket if the LOA event needs to be corrected.*

- There is a pay difference: Accident Leave is 2/3 of pay and regular Time Off is full pay. There are tax differences as well

- You can always make changes during a current pay period. Corrections are needed if the pay period has been processed.

- CPB does not accept negative Accident wages or negative regular dollar amount if accompanied with positive Accident amount.

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11. How to make pay corrections for Accident Pay to Regular Leave?
Quick Guide: Accident Pay to Regular Leave Pay Corrections

https://dbm.maryland.gov/sps/Documents/Change_Accident_Leave_to_Non_Accident_Leavel.pdf

Step 1	Calculate the number of hours to convert: Use Worksheet
Step 2	Update the Time Off Calendar - *Timekeeper*
Step 3	Update the Timesheet - *Timekeeper*
Step 4	Adjust Leave Balance - *Timekeeper*
Step 5	Run New Memo Report – *Payroll or Timekeeper*
Step 6	Submit Payroll Input - Payroll
Step 7	Update "IWIF Approved Accident" LOA event in Workday

After Timesheet adjustments are approved and payroll is recalculated

12. How to make pay corrections for Regular Leave to Accident Pay?
Quick Guide: Non Accident Pay to Accident Leave Pay Corrections

https://dbm.maryland.gov/sps/Documents/Change_Non_Accident_Leave_to_Accident_Leave.pdf

Step 1	Calculate the number of hours to convert: Use Worksheet
Step 2	Update the Time Off Calendar - *Timekeeper*
Step 3	Update the Timesheet - *Timekeeper*
Step 4	Adjust Leave Balance - *Timekeeper*
Step 5	Run New Memo Report – *Payroll or Timekeeper*
Step 6	Submit Payroll Input - Payroll
Step 7	Update "IWIF Approved Accident" LOA event in Workday

After Timesheet adjustments are approved and payroll is recalculated

13. **What tools are available to help troubleshoot Accident Leave?**
    - **View Employee's Time Off and Leave Request tab**
        o Simple view to see "doubles" or incorrect Timesheet entries
        o Easily view active/open Leave of Absence events and if employee has RTW
    - **Report:** SPMS Workers on Leave LOA
    - View **Leave Results** for the employee
    - View LOA information on the employee's Worker Profile.