

FMLA/ADA Leave Accommodations in API

Process for timekeepers effective pay date 9/27/2019 (pay period 9/8/19-9/21/19):

The timekeeper will code the associates corresponding pay code(s) depending on whether the leave will be paid or unpaid:

1. **04D** – Use when the employee is out of the office and not on an approved LOA/FMLA/STD
2. **04FMLAD** – Use when the employee will be using SSL/PTO/EIB and is on an approved leave of absence whether it be under FMLA or ADA Leave accommodation
3. **FMLASUNPAY** – Use when the associate is on approved leave of absence for FMLA or ADA Leave accommodation and will be unpaid because of the following reasons:
 - a. The associate wishes to save 40 hours of PTO and has used the balance
 - b. The associate has depleted time
 - c. The associate is on an approved leave of absence and is receiving worker's compensation
4. **STDFMLA** – Use when the associate is collecting Short Term or Long Term disability and is on an approved leave of absence for FMLA or ADA Leave accommodation
5. **STD** - Use when the employee is collecting Short-Term or Long-Term disability, but not on an approved leave of absence

As a leader what kind of visibility do I have?

Any leader who is in the Global Human Resources system (GHR) as the leader of associates will have access to view the associate leave information in FMLASource.

1. **Online Access** - All associates have access to go online to www.FMLASource.com. Leaders will be able to see their personal dashboard as well as the associate dashboards. A manager can also open a leave on behalf of their employees.
2. **Contact FMLASource Directly** – Leaders are able to call or email FMLASource for up-to-date information.
Email Address: fmlacenter@fmlasource.com
Phone number: 1-877-462-3652
3. **FMLA Reports** – A report is sent weekly to leaders who have associates on FMLA, ADA, and/or disability. Two reports are sent: the **leave usage report** and the **integrated FMLASource/STD claim report**. Leaders can make a rule for Outlook to push these reports to timekeepers.

What reports are sent from FMLASource on a weekly basis?

1. **The Leave Usage Report** shows reported time for both intermittent and continuous leave in weekly increments. This report will show if the reported time was approved. For continuous leave, it is automatically reported on the behalf of the associate. The intermittent time is reported by the associate each time they need to request protected time. Please note that all intermittent time must be reported before or after (within 48 hours) the specific date out on leave, or the time will be automatically denied.

CARE BRAVELY

2. **The Integrated FMLASource/STD Claim Report** provides updates for intermittent, continuous, and disability requests. *Leaders should pay close attention to the disability information provided on this report to avoid double payment. THIS IS VERY IMPORTANT, if this is not correct, associates who are double paid will need to return overpayment.*

I am a timekeeper; however, I am not receiving the FMLA reports.

You will only receive the reports when you have an associate who has applied and/or is on an approved leave and/or is on disability. If you know you have an associate that is on FMLA, but still are not receiving the reports, please contact your Human Resources Business Partner to confirm whether the leader listed in GHR is correct. If you are not the leader, the leader will need to set up a rule in Outlook as noted above for these reports to be forwarded to the proper person.

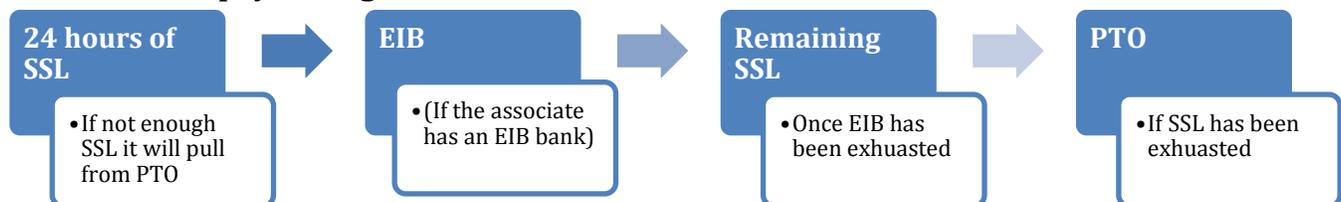
I forgot my password and need to have it reset?

Feel free to reset the password for the **website**, by clicking on “I forgot my password.” If you are unable to answer the security questions on the website, you will need to contact FMLASource via email to reset the password. To reset the password for the **secured weekly FMLASource file**, contact FMLASource via email.

How does Sick and Safe Leave (SSL) impact the API coding?

It is expected that the associate first use their SSL while on a leave of absence.

What does the pay during a leave of absence look like?



Associates on a continuous leave who have the Extended Illness bank (EIB) can have access to their EIB after they have used 24 hours of SSL/PTO.

If an associate would like to save 40 hours during an approved leave of absence, what should the associate do?

The associate should notify the leader/timekeeper. Leader/timekeepers should keep a log of employees saving 40 hours to ensure they code this accurately.

SSL can be used as PTO; how does this impact the PTO requests to save 40 hours?

The associate would then be unpaid using the FMLSAUNPAY code. For example, if the associate has 10 hours of SSL and 30 hours of PTO, the combined total is 40 hours; therefore, those hours would be saved if the associate wants to save 40 hours.

What if the associate would like to use a holiday during their leave of absence?

Associates can use their holiday hours during a leave of absence. They are expected to notify their manager/timekeeper.

My associate is expected to return to work soon, what are the next steps?

Please make contact with the associate to have a conversation about returning to work. **The associate is expected to report to Occupational Health prior to returning with a return to work note if the employee was out for their own serious health condition.** Occupational Health will need to ensure fitness for duty and determine if there are any restrictions.

If help is needed with this process, please always call your local HR team at Carroll first:

Carroll HR: 410-871-7072 or x 87072

Occupational Health: 410-871-6846

Victoria Rezac (HR Benefits): 410-469-5440

Chad Gearing-Howe (FMLASource): 312-705-6319

CARE BRAVELY