

# **Archdiocese of Los Angeles**

## **Leave of Absence Guidelines for Managers**

For most managers, leave of absence requests occur infrequently, so we strongly encourage you to call the Insurance Department to review the steps for the leave process. We are glad to assist you and your employees through the leave process. The following are some basics to help you.

### **Leave of Absence Basic Steps**

When you are notified that an employee must take time off from work, immediately give the employee the Archdiocesan Leave of Absence policy. For the complete policy and forms, please go to the ADLA Handbook online.

1. Ask the employee to complete the Leave of Absence Request Form (A) and return it to you with a doctor's note, where applicable.
2. Verify eligibility, review, sign and give a copy to the employee.
3. For FMLA leaves, only, the next step is to fill out and give the employee:
  - Form B: Notice to confirm eligibility for FMLA leave and advise employee of the employee's rights and responsibilities during leave.
  - Form C: Notice to designate specific leave dates requested as an approved FMLA leave
  - Prepare a status change ticket to ADP in order to place the employee on leave of absence in the Payroll System.
  - The Location Payroll Practitioner must request to process sick and vacation time if being used during the leave.
  - Please note that employees do not accrue sick or vacation time while on leave nor do they get holidays while on leave.
  - Questions for ADP and Payroll should be addressed to [ADP PAYROLL-HELP DESK](#): (213) 637-7570 or [ADP PAYROLL-E-MAIL: adppayroll@la-archdiocese.org](mailto:adppayroll@la-archdiocese.org)

### **The following are key points to emphasize with the employee:**

- The date leave begins should coincide with the date of disability on the doctor's note. The date is very important since it is used to evaluate eligibility for leave extensions and when it is time to terminate benefits.
- Employees on leave must keep you apprised of any changes in their leave status by providing updated doctor's notes as needed.



- Employees must make arrangements with you to pay **their portion only** of insurance premiums while on leave.
- All leaves are unpaid, but the employee may use sick, vacation or disability pay, **where applicable**.
- Employees must contact Hartford to initiate their short term disability claim. See Hartford Flyer on how to file a claim.
- The voluntary disability program has a 7-day waiting periods. Payments will not begin until the 8th day. The employee should use sick or vacation time to cover this time.
- Even if an employee has enough sick time to cover the entire leave or is receiving disability pay, the employee must complete a Leave of Absence request.
- **Maximum Length of FMLA Leave and Benefits:** The employee's job is protected for up to 4 months, but limited extensions are possible. All benefits must terminate if the employee cannot return by the end of **4 months**. However there are 2 exceptions:
  - Pregnancy Disability Leave: The employee may take up to 18 weeks for pregnancy disability leave plus up to 3 months (12 weeks) family care leave to bond with her child. Maximum Leave and Benefits possible: 30 weeks.
  - Military Caregiver Leave: An employee who is caring for a relative who is recovering from injuries suffered while on active duty may take up to 26 weeks leave with benefits covered for up to 26 weeks.

Please Note:

- The location is responsible to track leave, determine eligibility for leave extensions, and determine when benefits must be terminated.
- Please keep a copy of all leave paperwork. You do not need to send a copy to the Insurance department.

For assistance with all Leave of Absence issues contact the Insurance Department at (213) 637-7430. The staff will be glad to assist you.

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