



Leave Administration

Submitting Leave Requests

- **Employees can submit their request via the self-service online portal.**
 - For faculty, a Leave of Absence Request form is required with the Dean or Department Head signature.
 - Departments can use the self-service online portal to submit a leave request on behalf of an employee.
- **Employees can also submit their request via phone by calling OneSource if they are unable to access a computer or the internet.**
 - A case will be created and the required documents will be sent based on the type of leave requested.
 - Faculty members will be sent the Leave of Absence Request Form for the Dean or Department Head signature.

Submitting Leave Requests

- **If the employee is incapacitated or otherwise unable to initiate the request themselves, a family member or designated representative may call OneSource and initiate a request on behalf of the employee.**
 - A case will be created and the required documents will be sent.
- **If the department needs to initiate a leave request on behalf of the employee, they may do so through the OneSource online self service portal.**

Submitting Leave Requests

- **Leave requests initiated by the department on behalf of the employee need/should include:**
 - Employee Name & Employee ID
 - Employee Contact Information (preferred email and phone)
 - Department Name
 - Dean/Department Head (Faculty) or Supervisor (Staff) Name
 - Dean/Department Head (Faculty) or Supervisor (Staff) phone/email
 - Estimated return date
 - Type of leave requested
 - Frequency of leave (Continuous or Intermittent)
 - Amount and type of available paid time off (Faculty Only)
 - First Unpaid Day
 - Any medical or other relevant documentation by the department

Submitting Leave Requests

- **Paid, unpaid, continuous and intermittent leave requests must be processed through OneSource.**
 - Medical leave for self
 - Medical leave for maternity
 - Medical leave for care for a family member
 - Bonding for birth/adoption/foster care placement
 - Military Active Duty/Military Training
 - Professional Leave
 - Sabbaticals
 - Layoff with recall rights/suspension/administrative leave

Submitting Leave Requests

- **Layoff with Recall Rights and Suspensions**
 - These requests are to be submitted for the employee through the OneSource Self-Service Portal.
 - Leave Administration → Suspension/Layoff/Admin Leave
 - Everyone has access to submit a layoff with recall rights or suspension case through the Self-Service Portal.
 - You will be required to upload supporting documentation regarding the layoff with recall rights to the suspension.

Submitting Leave Requests

- **There are job aides available to assist employees with submitting request online via the self-service portal.**
 - Step-by-step guide with screenshots of what they actually see online.
 - Staff
 - Faculty
 - Suspension/Layoff w/Recall Rights
- **When should I escalate a leave case?**
 - If a leave request has been submitted and it has been more than 2 weeks with no response from OneSource and the leave is due to start soon.
 - If a leave request or return from leave has not been processed and the employees is in danger or being over or underpaid.
 - Escalations may be sent to the Leave of Administration Supervisor or Manager.

Leave as an Accommodation

- **In-take**

- There is not a separate process to request leave as an accommodation.
 - Employees should submit a leave request via the self-service portal or by calling OneSource.
- If the employee is incapacitated, a family member or designee may call OneSource to initiate the leave request on behalf of the staff member.
- A supervisor or department administrator may submit a leave request via email on behalf of the employee.

- **Best Practices**

- Empower employees to be more self-sufficient by assisting them with initiating their own request via the self-service portal or assisting them while they call into OneSource.
 - Leverage the step-by-step guide for “Requesting Leave via OneSource Portal”.

Leave as an Accommodation

• The Process

- A leave Specialist will review eligibility to ensure leave as an accommodation is the last option.
 - Leave is for the employee's own medical condition
 - The employee is not entitled to leave under Federal or State statutes, policy, or collective negotiation agreement.
- A Leave Specialist will provide the employee with the accommodation request forms and advise the employee and supervisor to partner with the Office of Employment Equity (OEE) regarding the request for leave.
 - Employees are responsible for returning the forms directly to the OEE. Generally, it's requested that the documents are returned directly to OEE within 2 weeks of the date of the letter.
 - Employees, Supervisors and administrators are responsible for following up with OEE directly on the status of the accommodation request.

Leave as an Accommodation

- A Leave Specialist will handle all HCM leave transactions associated with the leave accommodation request.
- A Leave Specialist will make all necessary ARS updates for approved continuous leave accommodations for staff members.
- If an employee needs to extend their leave as an accommodation, they must continue to work with OEE and provide updated medical documentation.
- If leave as an accommodation extension is denied, the supervisor and the administrator should partner with the Office of Labor Relations (OLR) to determine next steps and keep the leave specialist updated with the outcome.
- Employees are required to provide medical documentation releasing them to return to work at the end of their approved leave as an accommodation.
 - This documentation should be submitted directly to OneSource.

Returning from Leave

- **Returning from a medical leave of absence for self**
 - **Employees are required to provide a medical clearance note releasing them to return to work, prior to their actual return to work and are responsible for confirming to OneSource that they do intend to return on the expected date.**
 - The note can be uploaded to their leave case via the self-service online portal on OneSource. It can also be faxed to OneSource at 732-932-8332
- **The Supervisor, Faculty Coordinator, Dean, or Department Head are responsible for confirming the employee return to work.**

Returning from Leave

- **Returning from medical leave of absence for self**
 - In the employee is returning with restrictions, the Leave Specialist with first reach out to the department to inquire if they can accommodate the restrictions. If they cannot, the employee will be referred to OEE.
 - OEE may require additional documentation depending on the nature of the accommodation request.
- **Returning from a non-medical leave**
 - No return-to-work note is required
 - Personal non-medical leave
 - Sabbaticals
 - Professional Leave
 - Military Leave
 - Bonding/adoption/foster care placement
 - Care for a family member
 - The employee and/or department is responsible for notifying OneSource once the employee returns to work.

Use of Paid Time Off While On Leave

- For staff, Leave Specialists will make ARS updates for continuous leaves and the supervisor and/or department administration will be responsible for ARS updates for intermittent leaves.
 - ARS updates for continuous leave will be made at any point during the leave and will be finalized, prior to the employee returning to work.
 - An updated ARS record does not mean the leave has been approved.
- When entering an intermittent FMLA and or NJFLA absence into ARS (staff only), you will **always** need to make **two (2) entries**.
 - **First entry** will be for FMLA, NJFLA or FMLA/NJFLA code.
 - **Second entry** will be for sick time, Personal Holiday, Administrative Leave, Vacation, or Leave without salary (if the day will be unpaid, you will also need to dock their pay on their timesheet).
- For Faculty, the faculty coordinators/administrators are responsible for notifying the leave specialist of when the faculty member will exhaust available paid time off and tracking the use of their intermittent leave.

Over/Under Payments

- **If an employee is over or underpaid due to late entry of a leave transaction, the leave specialist will notify payroll of the over or underpayment.**
 - If it is an underpayment, the leave specialist may request and off-cycle check.
 - Payroll determines if they will process the off-cycle check or if the amount owed will be issued on the next regular pay cycle
 - Payroll will send the employee a letter regarding their overpayment and will partner with the employee group to recoup the funds
 - Repayments can be made while the employee is still on leave or when the employee returns to work
 - If the employee separates from the university, funds owed may be recouped from their remaining vacation time.

Over/Under Payments

- **Action taken to reduce overpayments**
 - OneSource system enhancements to help identify cases for potential overpayment
 - Implemented weekly audits
 - Prioritize daily work on “tasks” and the Payroll close schedule

Health Benefits

- **Employees who are on a “PAID” Leave of Absence**
 - Health Benefits are not impacted
 - Payroll deductions continue to come out of each paycheck
- **Employees who are an “UNPAID” Leave of Absence**
 - Leave Billing case is automatically created within ServiceNow
 - Processed by the Benefits Unit
 - Letters are generated and mailed to employee
 - Employees will need to submit payment to maintain Benefits

Temporary Disability and Family Leave Insurance

- **Submitted directly to the state**
 - Can be submitted online at the state's website or via a paper application available to download from the state website
 - No longer needs to be submitted to UHR/OneSource to have employer information completed.
- **Employees will need the FEIN: 22-2481818**

Maternity Leave Followed by Bonding

- Leave should be submitted no more than 30 days in advance
- Statutory leave entitlements (if eligible) may run concurrently depending on the employee's specific circumstances
- ARS is finalized in two stages
 - Beginning of Maternity Leave
 - Beginning of Bonding Leave

Frequently Asked Questions (FAQs)

For any additional information, please visit:
<https://uhr.rutgers.edu/onesource/faqs>