LOA CHECKLIST - FMLA
JOB AID PER-19

PA

The purpose of this job aid is to provide a checklist of items to be completed for employees on Family Medical Leave Act (FMLA).

	Items to be Completed for Employees
	View IT0000. Ensure that EE is not already on an LOA.
	View EE's eligibility for any requested leave.
	Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
	If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
	Communicate with the Benefits Representative of the EE going on LOA – the Benefits Rep has additional responsibilities in communication with the EE.
	If FMLA Workbench is used, make sure HR enters the LOA first.
	Coordinate with the Time/Leave Administrator as they are responsible for tracking FMLA eligibility and # of hours the employee has used.
	Make sure that notes are entered both on the PCR and on the Action.
	Do NOT enter "Last Day Worked" on Employee Action Request (PCR).
	On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.
	With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates *up to the holiday*. A subsequent PA30 transaction for IT2001 is needed to document the holiday itself. A follow-up PA30, IT2001 is needed to document leave taken *after the holiday*. Repeat if multiple holidays.
	When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee's original work schedule and time recording are entered.