



## WORKDAY WORKSHOP:

## LEAVES OF ABSENCE

DURATION: 30 MINUTES

- —
- — Topics for today's workshop include:
- —
- Workday Family and Medical Leave Act (FMLA) Request process
  - Overview
  - Current state
  - Intended workflows
- FMLA Leave of Absence and Time Off
- FMLA and other Leaves
- Short Term Disability (STD) Insurance
  - Absence Tab
  - Integration with Unum

## WORKSHOP TOPICS

# Always access Workday through the VUMC Network or VPN

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To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Workday timeout extended from 30 minutes to 1 hour

# FMLA INITIAL REQUEST PROCESS IN WORKDAY

Employee or Manager submits a Workday Help Case



FMLA Team processes and sends employee eligibility information within the Help Case, including the medical certification form



Employee submits medical certification form



FMLA Team processes then sends a determination or request for clarification within Workday Help Case

For the full FMLA process (including step-by-step checklists for Employees and Managers), visit the FMLA Resource page: <https://hr.vumc.org/fmla>

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- Employee or manager can submit a Help Case, listing the correct type of request in the Case Type field (listed under medical leave request)
  - **Note:** If the manager is submitting for an employee search for the employee name in the “Create For” field and select their name
  - Complete applicable fields, including additional information needed, then submit

Workday logo and search bar at the top.

Help.Center > Create Case

### Create Case

Create For\*  
John Girdler (0143607) x

This person will get all notifications about this case

Case Type\*  
Select the most relevant case type

**MEDICAL LEAVE REQUEST (7)**

Birth/Foster/Adoption of Child - FMLA/TMLA  
Used to request leave for Birth of Child or bonding time with a newly placed child in the home for fostering and/or adoption.

Care of Child - FMLA  
For requesting FMLA to care of your child with a qualifying serious health condition.

# FMLA INITIAL REQUEST PROCESS IN WORKDAY

Employee or Manager submits a Workday Help Case



FMLA Team processes and sends employee eligibility information within the Help Case, including the medical certification form



Employee submits medical certification form



FMLA Team determination or request for clarification within Workday Help Case

- Check your Workday Help case for communication from the FMLA team
  - Employees will not receive emails regarding the request
  - Manager will receive emails regarding the employee's eligibility

The screenshot shows a Workday Help Case interface. At the top, the breadcrumb path is 'Help Center > My Cases > VUMC000052'. The case title is 'VUMC000052: Birth of a child'. The main content area displays a message from Amy Zhan: 'Birth of My Child. If approved for FMLA leave, I certify upon completion of leave I will return to work. Yes.' Below this, there are three system-generated messages: 'Case created through Desktop 05/23/2023, 10:40 AM', 'Case Assigned by Misty Miller to John Wilson 05/23/2023, 10:43 AM', and 'Status changed to In Progress by John Wilson 05/23/2023, 10:44 AM'. A message from Amy Zhan follows: 'Hello John. Please complete the attached Medical Certification Form.' On the right side, a 'CASE OVERVIEW' panel shows: 'Assigned to (FMLA/Absence Team)', 'Created by John Girdler (0143607)', 'Status IN PROGRESS', 'Case Type Birth/Foster/Adoption of Child - FMLA/TMLA', and 'Case Created 05/23/2023, 10:40 AM'. At the bottom, there is a 'Send a message' input field.

# FMLA INITIAL REQUEST PROCESS IN WORKDAY



- Download and print the Medical Certification Form from your eligibility communication, within your case in Workday Help. Complete the information about yourself. Your provider must complete the information about the provider, your medical care, and leave parameters.
  - **Note:** The provider must sign and date the Medical Certification Form
  - **Tip:** you can find your employee ID next to your name in your Workday Profile
- You can scan and attach your completed Medical Certification Form to your case in Workday Help
- Please note it is your responsibility to ensure the Medical Certification Form is completed by you and the provider, then successfully submitted to the FMLA team

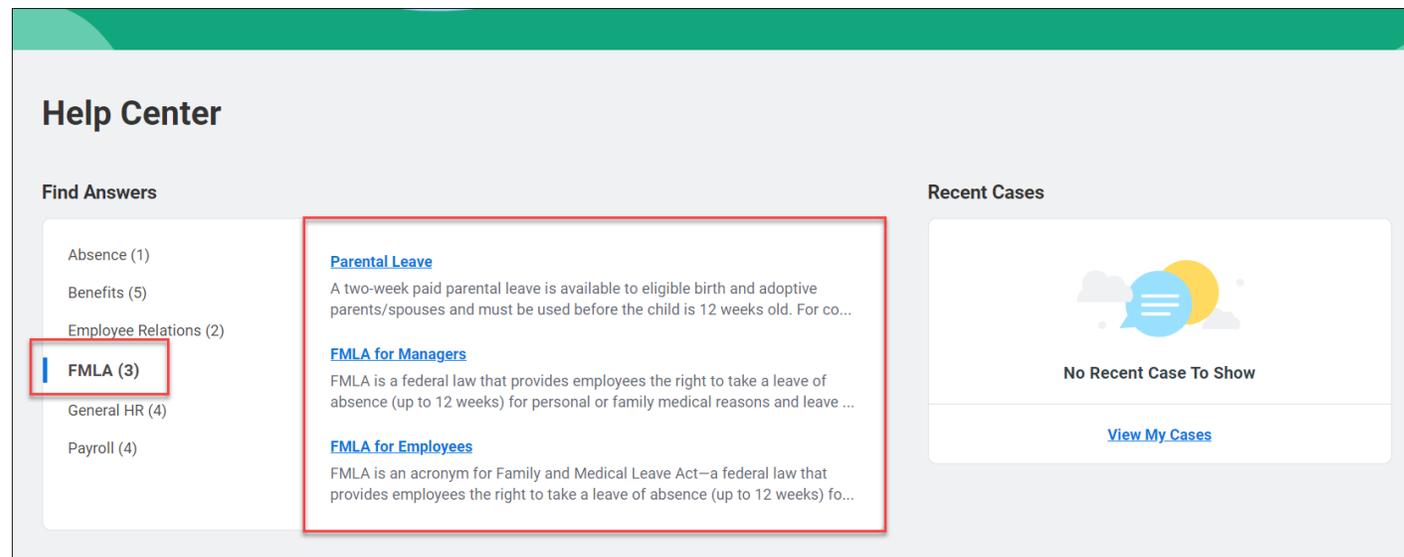
# FMLA INITIAL REQUEST PROCESS IN WORKDAY



- Employee will not receive emails regarding the request
- Employees are able to view the progress of their request including but not limited to their eligibility, medical certification form, and determination within the help case
- Employees can submit general questions regarding their request or status of documentation directly to their FMLA team member within the help case
- Manager will receive an email with the employee's determination, request for clarification, and/or retroactive leave
- If able and applicable, FMLA team will place the employee on the leave of absence in Workday

# STABILIZATION PERIOD

- If you have any questions related to you or your employee's employment status during this time, reach out to FMLA team within your Workday Help case or by phone at 615.322.7441
- View additional information (including forms, checklists for Employees and Managers, FAQs, and VUMC Policies) on the FMLA Team's resource page: <https://hr.vumc.org/fmla> or within the Workday Help Center



The screenshot displays the Workday Help Center interface. On the left, a sidebar lists various categories: Absence (1), Benefits (5), Employee Relations (2), FMLA (3), General HR (4), and Payroll (4). The 'FMLA (3)' category is highlighted with a red box. The main content area shows three links: 'Parental Leave', 'FMLA for Managers', and 'FMLA for Employees'. The 'FMLA for Managers' link is also highlighted with a red box. On the right, a 'Recent Cases' section shows 'No Recent Case To Show' with a 'View My Cases' link below it.

## FUTURE (INTENDED) STATE

- For all employees, once approved for an FMLA/Non-FMLA leave of absence, FMLA team will place the employee, faculty member or house staff on the appropriate leave of absence
- Managers submit adjustments to the begin date and return the employee to work normally
- While on leave, employees should be able to use appropriate paid time off to receive pay while on leave (or in the case of faculty, have salary continuation)
- Managers will need to be sure to return employee to work
  - While on FMLA/Non-FMLA leave of absence the time is tracked and counts toward the employees total available FMLA/Non-FMLA available to utilize
- Employee or Manager will still need to enter intermittent FMLA time off for approved intermittent FMLA time utilized
  - If applicable, paid time off can also be entered for the same period

\*\*Additional communication will come from the FMLA team once process has been stabilized

# WORKDAY PROCESSES



- Placing an employee on leave of absence within Workday replaces the need to submit ePAF to change the status
  - Added benefit of also tracking the time as FMLA/Non-FMLA
  - Leave of Absence within Workday is not exactly “Paid” vs “Unpaid”
    - Employees on an FMLA leave of absence, should be able to use the appropriate paid time off, if they exhaust their paid time off or the paid time off is not entered into Workday/Kronos the employee will not be paid for the time period
    - Exempt employees: normal pay is stopped while on the FMLA/Non-FMLA leave
      - Should utilize appropriate paid time off during the leave to receive pay
- Entering the paid time off or tracking intermittent FMLA within Workday replaces the need to enter the same time and/or tracking within Kronos (or Vandyworks)
  - For VandyWorks employees, paid time off can still be entered in VandyWorks
  - Intermittent FMLA does not impact an employees pay in any way
    - Employee may need to have paid time off and intermittent FMLA for the same day(s)

**Enter Time Off**

When: Tuesday, May 2, 2023 - Wednesday, May 3, 2023

Type:  Search

Daily Quantity:  Bereavement Time Off

flexPTO - FT

Unit of Time:  Intermittent FMLA Reporting

Comment:  Jury Duty

Parental Time Off

Sick Time Off

**Note:** this is not paid time off (like the other types listed), strictly used for reporting and tracking

# FMLA AND OTHER LEAVES: ADDITIONAL NOTES



- **Leave of absences** are intended for approved continuous leaves, where the employee has an uninterrupted absence for a defined period (normally more than 3 consecutive days)
  - Not every period of more than 3 consecutive days is a continuous leave
- **Time off** is intended for periodic absences where the time off is shorter in duration and may be episodic (not have a defined begin date or end date)
  - Episodes may be approved for more than 3 days per episode and still count as Intermittent FMLA

A screenshot of a mobile application menu titled "Leaves". The menu is displayed in a white box with a blue header bar. The header bar contains a back arrow and the text "Leaves". Below the header, there is a list of options, each with a radio button. The "FMLA" option is selected, indicated by a blue bar behind the radio button. The other options are "Military Leave", "Non-FMLA", "Paid Administration Leave", "TMLA", and "Unpaid Leave".

A screenshot of a mobile application menu titled "Time Off's". The menu is displayed in a white box with a blue header bar. The header bar contains a back arrow and the text "Time Off's". Below the header, there is a list of options, each with a radio button. The "Bereavement Time Off" option is selected, indicated by a blue bar behind the radio button. The other options are "flexPTO - FT", "Intermittent FMLA Reporting", "Jury Duty", "Parental Time Off", and "Sick Time Off".

# FMLA AND OTHER LEAVES: ADDITIONAL NOTES



- FMLA is related to job protection
- Non-FMLA leave is an approved leave of absence
- FMLA/Non-FMLA is not related to how or if an employee is paid during the leave of absence
  - Independent of, but often runs concurrently with, other types of leave like:
    - Short-Term Disability
    - Workers Compensation

### Time Off and Leave Calendar

Today < > May 2023 ▾

Sunday	Monday	Tuesday
30	1	2
✓ Walter Melon (On Leave) (1234567)		
	✓ Fred Ex (7653291)	

# LEAVES OF ABSENCE REMINDERS AND TRAINING LINKS

- FMLA is no longer tracked in Kronos
- Managers must *Place Worker on Leave* within Workday
  - [WDHR-204-Q1 Place Employees on Leave](#)
  - [WDHR-204-Q2 Correct Leave of Absence](#)
- Intermittent FMLA is entered via *Enter Time Off* by manager or worker
- Any paid time off during leave is also entered in Workday by the manager (or worker for Intermittent FMLA)
- Managers must *'Return Worker from Leave'* when the leave period ends
  - [WDHR-204-Q3 Return Employee from Leave](#)

## SHORT-TERM DISABILITY (STD) INTEGRATION WITH UNUM

- Employees will initiate a claim with Unum for all STD Leaves
  - This is a separate request from FMLA
  - STD insurance is a “pay” benefit for the employee
  - Unum will verify with the absence team the STD benefit
- Unum is integrated with Workday for STD
  - All updates made at Unum are updated on Workday Absence in real time (within an hour)
- Workday “Absence tab” is employee and managers can find initiated and approved STD and LTD claims information

# WORKDAY ABSENCE TAB

- Workday absence displays:
  - Last day of work
  - First Day of absence
  - Estimated last day of absence – Auto generated for 60 days
  - Actual last day of leave – will be auto filled when confirmed by Unum

The screenshot shows the Workday user interface for John Girdler (0143607), Manager Learning. The left sidebar contains navigation options: Summary, Job, Compensation, Benefits, Absence (highlighted with a red box), and Pay. The main content area displays the 'Absence Requests' tab with buttons for 'Add Time Off', 'Add Absence', and 'Edit Absence'. Below these buttons is a table titled 'Leave of Absence Requests' with 2 items. The table has columns for 'Leave of Absence', 'Last Day of Work', 'First Day of Leave', 'Actual Last Day of Leave', and 'Estimated Last Day of Leave'. The 'New Claim Request' row is highlighted with a red box.

Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
FMLA	04/16/2023	04/17/2023		05/12/2023
New Claim Request	04/14/2023	04/15/2023		05/15/2023

# SHORT-TERM DISABILITY VIEW IN WORKDAY

## Pending approval

Leave of Absence Requests 1 item

Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
<a href="#">New Claim Request</a>	05/19/2023	05/20/2023		06/19/2023

## Approved view

Leave of Absence Requests 1 item

Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
<a href="#">Short Term Disability</a>	04/06/2023	04/11/2023		05/30/2023

# SHORT-TERM DISABILITY NOTES FOR MANAGERS

- Workday will send an email notification to the leader
  - No emails are sent from Benefits team to leaders
- Leaders can only enter PTO/Sick for the elimination period.
  - PTO/sick should not be entered once the STD has begun (will result in overpayment)
- Once STD is approved, pay stops automatically
- While on STD, benefits deduction will go to arrears and will be deducted one-for-one when pay begins

# SHORT-TERM DISABILITY NOTES FOR MANAGERS

- It is the responsibility of the employees to contact Unum with a return-to-work date before returning to work.
  - Employee can call or email Unum with return-to-work date
- Contact Unum with issues with STD dates.
  - Absence Team can only assist with PTO issues related time taken during the elimination period.

View more information about Short-Term Disability here:

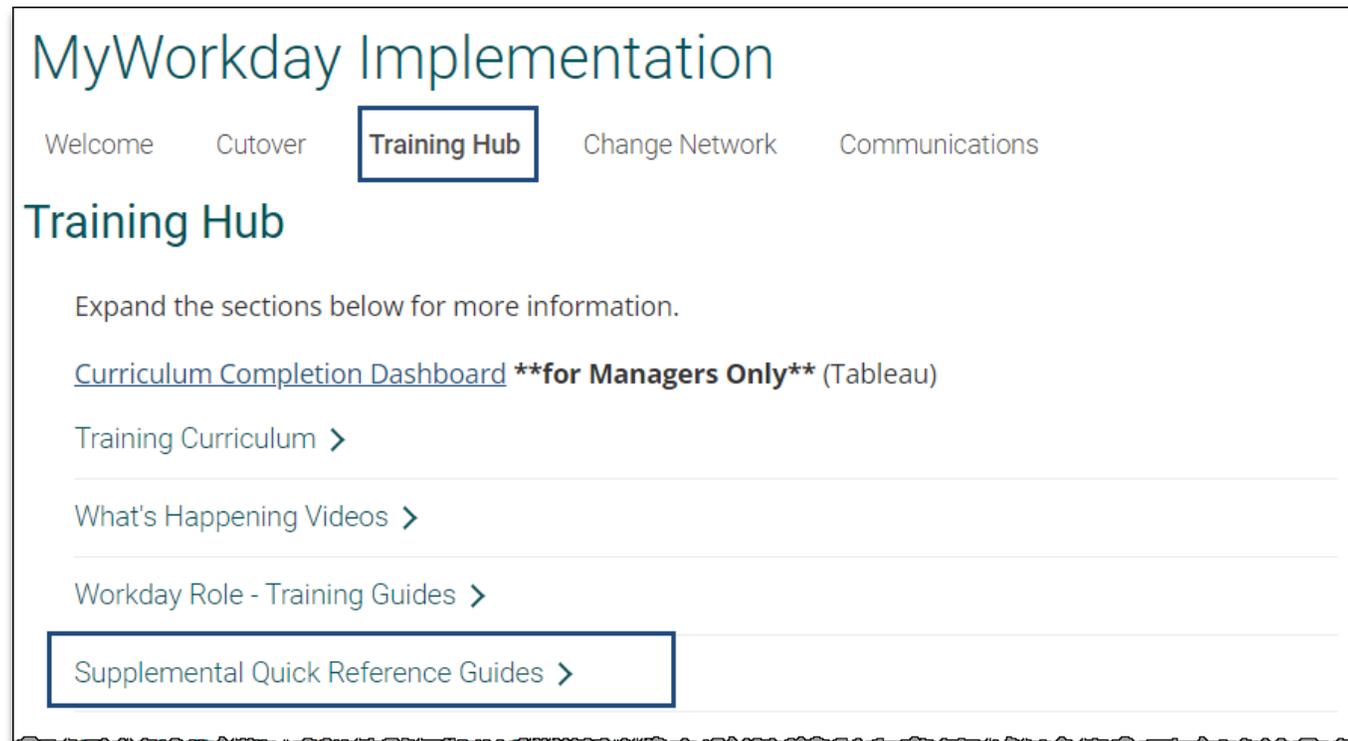
<https://hr.vumc.org/benefits/short-term-disability>

<https://hr.vumc.org/system/files/benefits/HowSTDWorks.pdf>



# Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' page with a navigation bar containing 'Welcome', 'Cutover', 'Training Hub' (highlighted with a blue box), 'Change Network', and 'Communications'. Below the navigation bar is the 'Training Hub' section with the heading 'Expand the sections below for more information.' and a list of links: 'Curriculum Completion Dashboard **\*\*for Managers Only\*\*** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >' (highlighted with a blue box).

# Future Workshops

Topic	Date	Time (CDT)	Link	Recording	Q&A
Purchasing & Receiving	Thursday, 4/27	11-11:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	
Journal Entries	Friday, 4/28	10-10:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	
Expense Reports & Payment Cards	Tuesday, 5/2	10-10:30am	<a href="#">Slides</a>		<a href="#">Q&amp;A</a>
Contingent Workers	Wednesday, 5/10	10-10:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	<a href="#">Q&amp;A</a>
One-time Payments	Tuesday, 5/16	9-9:30am	<a href="#">Slides</a>	<a href="#">View Here</a>	
Transfers & Job Changes	Wednesday, 5/17	12-12:30pm	<a href="#">Slides</a>	<a href="#">View Here</a>	
Locations	Tuesday, 5/23	2-2:30pm	<a href="#">Slides</a>	<a href="#">View Here</a>	
Leaves of Absence Processing	Thursday, 5/25	2-2:30pm	<a href="#">Join Here</a> <i>updated link</i>		
Inbox Management	Tuesday, 5/30	9-9:30am	<a href="#">Join Here</a>		
License & Certification			N/A	coming soon	
Performance Management (Annual Evaluations & End of Orientation)	Tuesday, 6/6	1-1:30pm	Join Here		
Recruitment & Onboarding	TBD	TBD			
More coming soon!	TBD	TBD			



Questions?

**Thank you!**