Extending Leaves Beyond a Year

Before extending the leave beyond a year, check to see if the RTW Process has been started. If it is appearing in your worklist, you will need to cancel the Return to Work process.

You can do this by:

• Launching any one of the four RTW worklist items <u>or</u> selecting RTW process from the dropdown menu.

CASES- LEAVE : LEAVE-						Refres
Employee: Emp. I	No.: Status: A Category					
Accommodation Cases Employee Si	immary Employee's Absences Lear	/e Cases Note	es & Corr	esnondenr	re .	
Felect action	-			coportacin		
Select action	<u> </u>					
Select action						
Table	Category: Continuous		- D	eave Rea	son: Medical (Serious H	ealth Condition, Treatme
10015	Start date: February 22	2. 2018	or	appointm	ents)	
Appeal case		., 2010	R	eturn to v	work date: Mar 11, 20	18
	End date: May 05, 201	3		THE Charles		
Cancel or modify case	Use paid time off: fals	e	ĸ	I W Statu	s: Unconnimed	
	-		C	ondition i	is result of military se	ervice: false
Continuous/Intermittent Periods						
	-					
Generate correspondence						
Initiate recertification						
intermittent Absence usage		9	tatus	Mode	of correspondence	Date of co
Medify abconce schedule		S	ent	Mailed	or correspondence	28-Mar-201
modily absence schedule		R	eceived	Faxed		28-Mar-201
Reassion the case		R	eceived	Faxed		20-Mar-201
reasing i the case		S	ent	Mailed		20-Mar-201
Beconsider case	on - initial documentation	5	ent ancelled	Malled		20-Mar-201 04-Mar-201
		Ci	ancelled			02-Mar-201
Return to Work process		S	ent	Mailed		01-Mar-201
		R	eceived	Hand d	lelivered	01-Mar-201
Update leave status						
				Status	Date period begar	n End date
Reports	dical Non-Work Related for Self			Approved	10-Mar-2018	16-Apr-2018
View complete case report	h-Work Related for Self			Approved	10-Mar-2018	16-Apr-2018
	h-Work Related for Self			Approved Approved	22-Feb-2018 22-Feb-2018	09-Mar-2018 09-Mar-2018
Worklist	alcar non work herated for Sen			hpproved	221602010	05 Mai 2010
Add worklist item						
	on status Certification instance	Signature da	te Heal	th Care P	rovider Flare-ups du	ration Flare-ups dura
View related worklist items	Initial certification	27-Mar-2018	Brock	Marie		
	Initial certification	28-Feb-2018	Brock	Marie		
Create new record						
Correspondence						
	Date initial docum	entation was	generat	ed		Status
Worker Comp Claim	04-Mar-2018					Proposed
Worker Comp Claim (None)						
	r					
worklist items						OR
Cubicat	344 - al.d +		Chai		Due dete	
Record RTW authorisation date	Case manageme	ot	Status	do	09-Mar-2018	Launch
Record RTW confirmation from EE	Case manageme	int	То	do	09-Mar-2018	Launch
Record medical release date	Case manageme	int	То	do	09-Mar-2018	Launch
Record actual RTW date	Case manageme	int	То	do	11-Mar-2018	Launch

• Change the RTW status from "Proposed" to "Cancelled" and clicking "Next", and then click "Submit".

▼	©
Return to work process	Next
Return to work data	Employee:
Provide the following dates [Actual RTW date, EE Anticipated return to work date * Return to work status * Medical release date Authorisation date Employee confirmation date Actual return to work date Date the return to work was approved or completed Original RTW date Date initial documentation was generated Return to work process outcome	confirmation date, Medical release date, Authorisation date] and change status accordingly 11-Mar-2018 Cancelled View View View View View View View Vie

Now you are ready to extend the LOA.

1. In the current leave case, select "Modify absence schedule" from the "Select action drop-down menu

Cases- Leave : Leave-73					Ref	resh
Employee: Emp. No.:	Status: A Ca	tegory:				
Accommodation Cases Employee Summ	mary Employee's Absenc	es Leave Cas	ses Notes & Correspondent	ce		
Select action 🔻						
Select action						
Tools	Category: Cont	tinuous	Leave Rea	son: 4850		
Appeal case	Start date: Apr	il 16, 2015	Return to	work date: Apr 15, 2	016	
Cancel or modify case	End date: April	14, 2016	RTW Statu	is: Unconfirmed		
Continuous/Intermittent Periods	Use paid time	off: false	Condition	is result of military	service: false	
Generate correspondence	U.					
Initiate recertification						_
Intermittent Absence usage						_
Medific shares askedula						
Modily absence schedule	Status	Mode of	correspondence	Date o	f correspondence	
Reassign the case	Cancelled			08-Feb-	2018 2:37 PM PST	
Descendidos en o	Cancelled			08-Feb-	2018 2:35 PM PST	
Reconsider case	Received	Hand deli	vered	08-Feb-	2018 2:34 PM PST	
Return to Work process						- 1
Update leave status		Status	Date period began	End date	Decision date	Ар
Reports) Leave	Approved	16-Apr-2015	14-Apr-2016	08-Feb-2018	
View complete cose report						
	status Certification in	istance Sigr	nature date Health Care P	rovider Flare-ups d	luration Flare-ups d	uration
Worklist	Initial certification	n 15-A	pr-2015 Doctor			
Add worklist item						
View related worklist items						
Create new record						
Correspondence						
Worker Comp Claim						_

2. A pop-up window will appear containing the Absence Schedule. Update the fields to include leave extension dates.

· · ·	(
Absence sched	lule					4 Nex	t Cance
Absence Schedule					Employee: Hatch,	, Marshall Case	: Leave-54
Return to work proce Last expected date of Anticipated return to	ess is already started of absence 26-Mar-2 o work date 26-Mar-2	d. Use Return to wo 2018 2018 Requ @ Requ @ Requ	rk process from the ire a medical releas ire employer autho ire employee confir ire date employee a	e action menu to n se date from a doo rized return to wo mation of return t actually returned t	nodify these. :tor? rk date? :o work date? to work?		
Intermittent							
From 30-Jan-2018 27-Feb-2018 Add row	To 26-Feb-2018 1 26-Mar-2018 1	Type Full day 2 II day	Duration T	×			

3. Complete the wizard

4. The system will warn users that the leave will surpass 365 days and that a new leave will be created. Click "submit".

Warning	Employee: Baldwin, Angela Case: Leave-2003
This absence schedule extends the leave case beyond the maximum duratio If you proceed with this absence schedule, a new case will be created to co Absence schedules beyond 28-Feb-2017 will be transferred to that case. If you do not want to create a new case, click on previous, to modify the ab	on of 365 days. vver those absences. sence schedule.

5. Review the policy grid and ensure that the correct policy is appearing with the appropriate pending status and that it covers the correct extension dates.

If a new policy applies for the extension, select the policy from the "Add policy" drop-down menu.

•		0
Confirm eligibility & entitlement	ous Next	Cancel
Summary of qualifications Employee:		
First expected absence Last expected absence Add policy 19-Feb-2018 02-Mar-2018 select if applicable v		
Leave policy Remaining Start date End date Status Continuous entitlement	;	
Family and Medical Leave 12 week(s) 19-Feb-2018 02-Mar-2018 Pending V Act Image: Comparison of the current recommendation of the current recommendation. Image: Comparison of the current recommendation.		
CA Family Rights Act i 12 week(s) 19-Feb-2018 02-Mar-2018 Pending V		
Generate entitlement updates 🕢		

The system will create a new leave case number with a policy status of Pending (pending certification).

Case number
Leave extension case was created: Leave-2004

You can now proceed to complete the pending worklist items in the new case to get the case to an "approved" status.

***Reminder – You will need to go back to the original (older) case and close it and indicate that the employee's leave has transitioned to a new case. Below are the steps to take to process this transition.

Step 1

Go back to the original (older) case and complete any pending worklist items.

vorklist items					
Subject	Worklist	Status	Due date	Action	
Review status update	Case management	🔤 To do	12-Mar-2018	Launch	
	*Complete any per	nding worklist ite	ems		

Step 2

From the Select action drop-down menu, select "Return to Work process"

CASES- LEAVE : LEAVE-241						Refre	esh
Employee: E	mp. No.:	Status	s: A Categor	y:			
Accommodation Cases Employee S	Summary Em	ployee's Absence	s Leave Cas	es Notes & Correspondence	e		
Select action	•						
Select action	*						*
Tools		Category: Conti	inuous	Leave Reas	on: 4850		
Manage referenced items		Start date: Man	ch 21, 2018	Return to v	vork date: Apr 23, 20	018	
Close this case		End date: April	21, 2018	RTW Status	s: Unconfirmed		
Appeal case		Use paid time o	off: false	Condition is	s result of military s	service: false	
Cancel or modify case	Ш						
Continuous/Intermittent Periods							-
Generate correspondence							
Initiate recertification		Status	Mode of	correspondence	Date o	f correspondence	
Intermittent Absence usage		Sent Sent Received	Mailed E-mail		24-Apr- 24-Apr- 21-Mar-	2018 12:18 PM PDT 2018 12:18 PM PDT -2018 11:40 AM PDT	
Modify absence schedule							
Boossign the case			Status	Date period began	End date	Decision date	Арр
Redssign the case	850 Leave		Approved	21-Mar-2018	21-Apr-2018	21-Mar-2018	
Reconsider case							
Return to Work process	on status	Certification in	stance Sign	ature date Health Care P	rovider Flare-ups d	luration Flare-ups du	ration U
Understanding attachung		Initial certification	21-M	ar-2018 Doctor			
Update leave status							
Reports							
View complete case report							
Worklist							
Add worklist item							
View related worklist items							
Create new record							
	•						

Step 4

On the Return to Work process page, enter the date that the transition from one leave to the other becomes effective and click on the <Next> button.

V	Θ?
Return to work process	Next
Information	Employee:
Require a medical release date from a doctor? Require employer authorized return to work date? Require date employee actually returned to work? Require employee confirmation of return to work date? Anticipated or actual return to work date *	There is no active rtw process, if you want to create one click Next otherwise close this wizard.

Step 5

Provide the required Return to Work Data in the Return to Work Process screen and click the <Next> button

- Return to Work Status should be "Completed"
- In the "Actual return to work date" field enter the date that the employee transitioned to a new leave
- Select "Transition to new leave" from the "Return to work process outcome" drop-down menu.
- Click <Next>

V.			Θ?
Return to work process		Pr	revious Next Cancel
Return to work data		Employee:	
Provide the following dates [Actual RTW date, EE cor Anticipated return to work date * Return to work status *	firmation date, Authorisation of 23-Apr-2018	date] and change status according	γI
Authorisation date			View
Employee confirmation date			 View
Actual return to work date Transition to n	ew leave date		 View
Date the return to work was approved or completed			
Original RTW date	23-Apr-2018		
Date initial documentation was generated			
Return to work process outcome	Transition to new leave		
	•••••••••		
	No accommodations needed		
	Other		
	Transition to new leave		
	Unconfirmed		

Step 6

On the Details page; enter the comment "Transition to new leave" in the input box and click on the <Next> button.

¥				0 ?
Return to work process			Previous	Cancel
Details page		Employee:		
Return to work status details * Transition to new leave	Insert template			

Step 7

The confirmation screen will pop-up. Make sure all the information is correct. After reviewing, click the <Submit> button.

					•
Return to work process			Previous	Submit	Cancel
Confirmation		Employee:			
Require a medical release date from a doctor?: Require employer authorized return to work date?: Require date employee actually returned to work?: Require employee confirmation of return to work date?: Anticipated or actual return to work date: Anticipated return to work date: Return to work status: Authorisation date: Authorisation correspondence: Employee confirmation date: Confirmation correspondence: Actual return to work date: Actual date correspondence: Date the return to work was approved or completed:	No Yes Yes 23-Apr-2018 23-Apr-2018 Completed				
Original RTW date:	23-Apr-2018				
Date initial documentation was generated: Return to work process outcome:	Transition to new leave				
Return to work status details:	Transition to new leave				

Once the RTW process has been completed in the original (older) case, there will be a few system events (that take approximately seven days) that will need to be completed by the system before you will be able to close the case.