

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 or selecting RTW process from the drop-down menu.

The screenshot shows the 'CASES- LEAVE : LEAVE-' interface. A dropdown menu is open on the left, with 'Return to Work process' highlighted in blue. The main content area displays case details:

- Category: Continuous
- Leave Reason: Medical (Serious Health Condition, Treatment or appointments)
- Start date: February 22, 2018
- End date: May 05, 2018
- Return to work date: Mar 11, 2018
- RTW Status: Unconfirmed
- Use paid time off: false
- Condition is result of military service: false

 Below this is a table of correspondence with columns for Status, Mode of correspondence, and Date of correspondence. At the bottom, there is a 'worklist items' table with columns for Subject, Worklist, Status, Due date, and Action. A purple box highlights the 'Launch' button in the Action column for the first row.

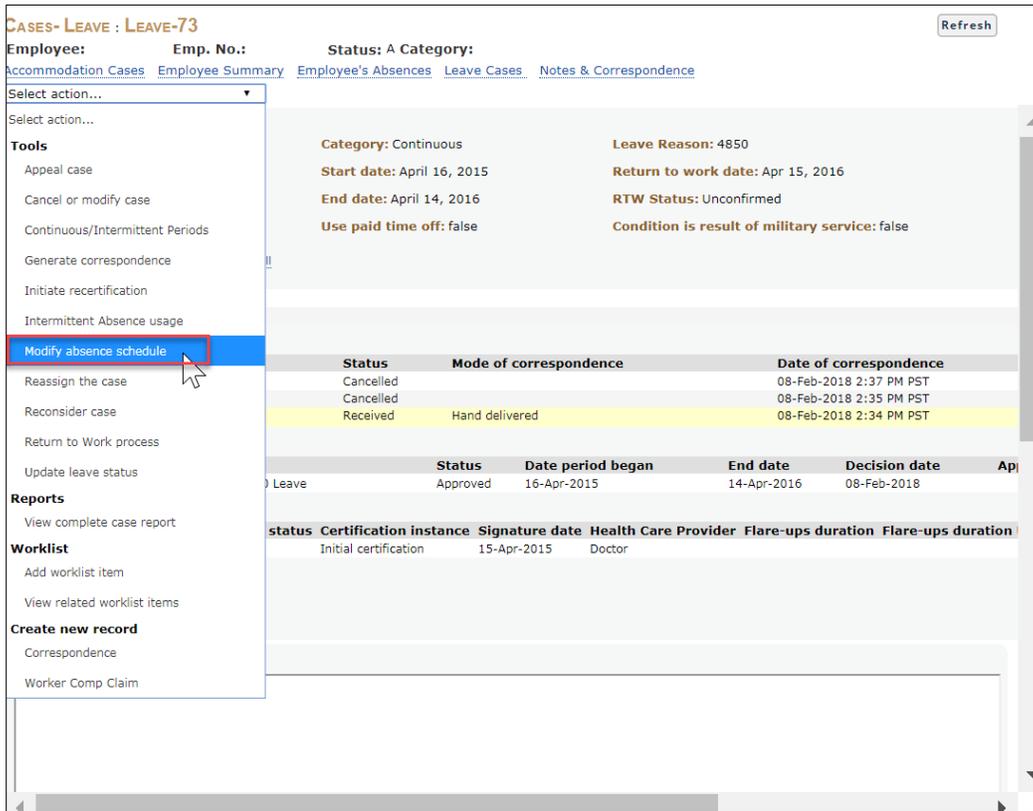
- Change the RTW status from “Proposed” to “Cancelled” and clicking “Next”, and then click “Submit”.

The screenshot shows the 'Return to work process' form. The 'Return to work status' dropdown menu is open, showing 'Cancelled' selected. The 'Next' button is highlighted with a red box. The form includes fields for:

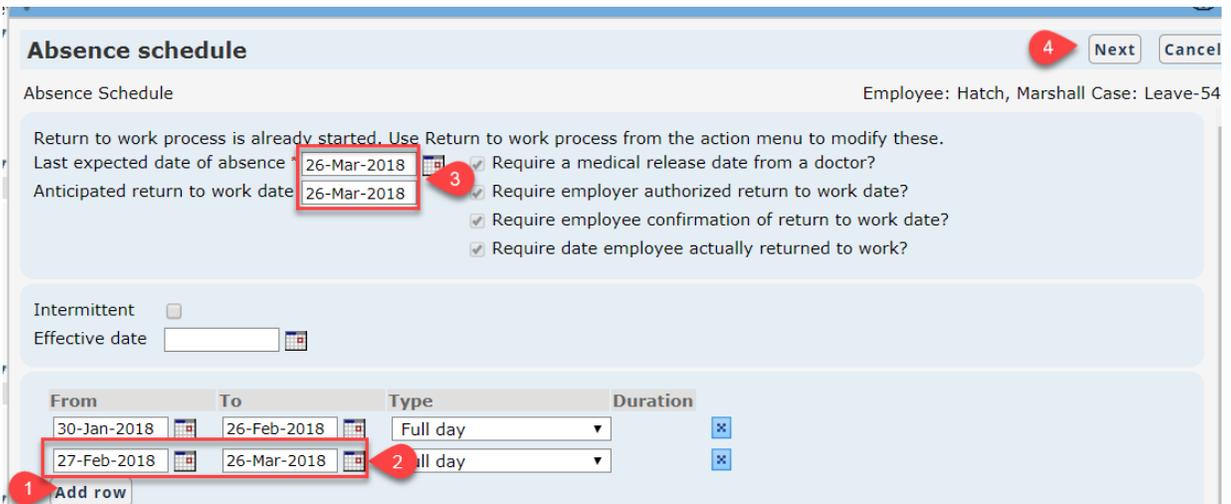
- Anticipated return to work date: 11-Mar-2018
- Medical release date
- Authorisation date
- Employee confirmation date
- Actual return to work date
- Date the return to work was approved or completed
- Original RTW date: 11-Mar-2018
- Date initial documentation was generated: 04-Mar-2018
- Return to work process outcome

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"



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



3. Complete the wizard

- The system will warn users that the leave will surpass 365 days and that a new leave will be created. Click “submit”.

Employee: Baldwin, Angela Case: Leave-2003

Warning

This absence schedule extends the leave case beyond the maximum duration of 365 days.
 If you proceed with this absence schedule, a new case will be created to cover those absences.
 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 absence schedule.

- 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.

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.

worklist items				
Subject	Worklist	Status	Due date	Action
Review status update	Case management	<input type="checkbox"/> To do	12-Mar-2018	Launch

***Complete any pending worklist items**

Step 2

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

CASES- LEAVE : LEAVE-241 Refresh

Employee: Emp. No.: Status: A Category:

[Accommodation Cases](#) [Employee Summary](#) [Employee's Absences](#) [Leave Cases](#) [Notes & Correspondence](#)

Select action...

Select action...

Tools

- Manage referenced items
- Close this case
- Appeal case
- Cancel or modify case
- Continuous/Intermittent Periods
- Generate correspondence
- Initiate recertification
- Intermittent Absence usage
- Modify absence schedule
- Reassign the case
- Reconsider case
- Return to Work process
- Update leave status

Reports

- View complete case report

Worklist

- Add worklist item
- View related worklist items

Create new record

Category: Continuous **Leave Reason:** 4850

Start date: March 21, 2018 **Return to work date:** Apr 23, 2018

End date: April 21, 2018 **RTW Status:** Unconfirmed

Use paid time off: false **Condition is result of military service:** false

Status	Mode of correspondence	Date of correspondence
Sent	Mailed	24-Apr-2018 12:18 PM PDT
Sent	Mailed	24-Apr-2018 12:18 PM PDT
Received	E-mail	21-Mar-2018 11:40 AM PDT

	Status	Date period began	End date	Decision date	App
850 Leave	Approved	21-Mar-2018	21-Apr-2018	21-Mar-2018	

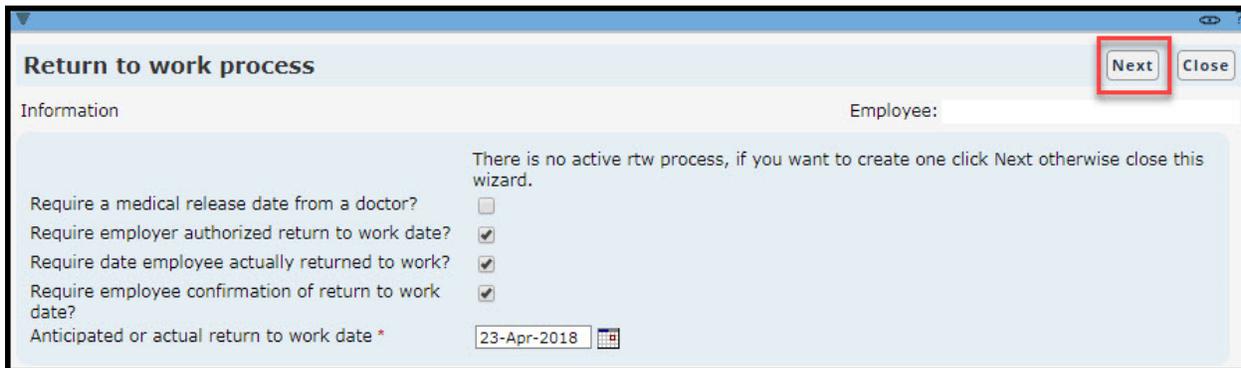
on status	Certification instance	Signature date	Health Care Provider	Flare-ups duration	Flare-ups duration U
	Initial certification	21-Mar-2018	Doctor		

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Step 4

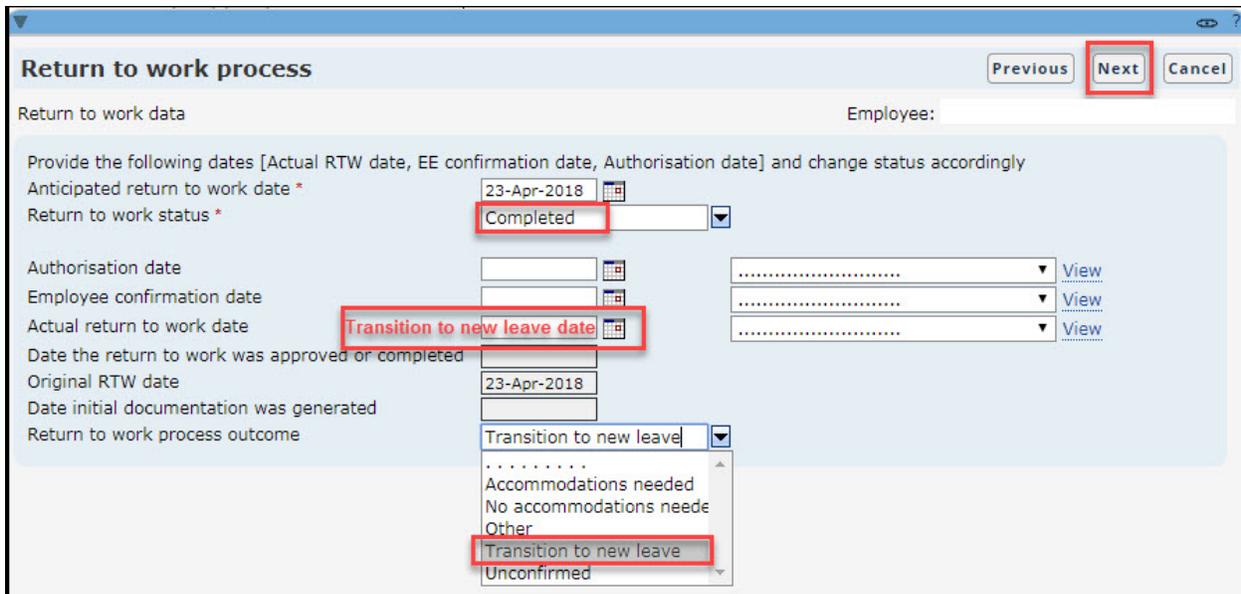
On the Return to Work process page, enter the date that the transition from one leave to the other becomes effective and click on the <Next> button.



Step 5

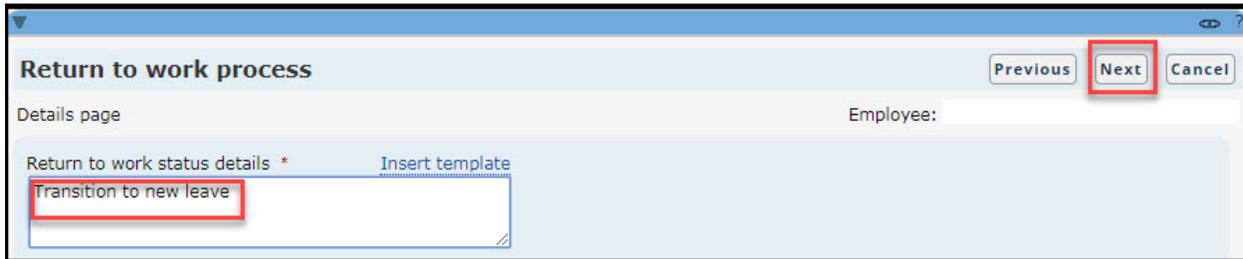
Provide the required Return to Work Data in the Return to Work Process screen and click the <Next> button

- 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>



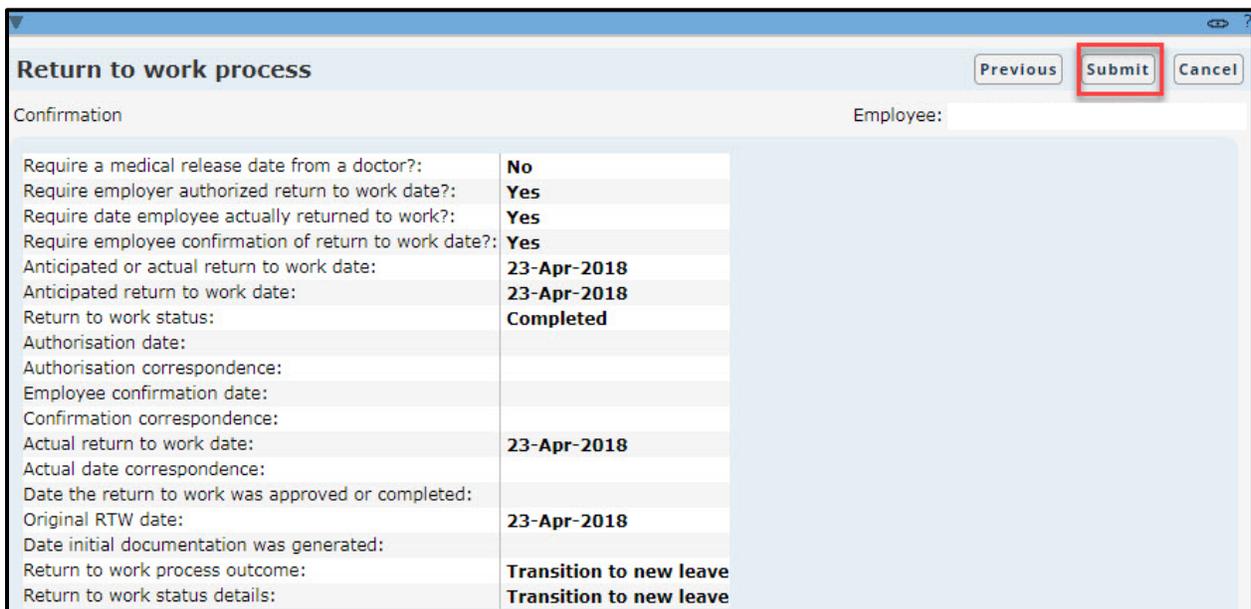
Step 6

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



Step 7

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



Require a medical release date from a doctor?:	No
Require employer authorized return to work date?:	Yes
Require date employee actually returned to work?:	Yes
Require employee confirmation of return to work date?:	Yes
Anticipated or actual return to work date:	23-Apr-2018
Anticipated return to work date:	23-Apr-2018
Return to work status:	Completed
Authorisation date:	
Authorisation correspondence:	
Employee confirmation date:	
Confirmation correspondence:	
Actual return to work date:	23-Apr-2018
Actual date correspondence:	
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
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.