



County of Ventura Disability Management Division

Presagia Leave of Absence COVID-19 Guide

April 2020

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School Closure/Day care Only FMLA Eligible

Request leave

You will select Public Health Emergency under the drop down menu of other reasons.

The screenshot shows a web form titled "Request leave". At the top right are "Next" and "Cancel" buttons. Below the title is a label "What is the reason for the leave?" and an "Employee:" field. A list of radio button options is provided: "Medical (Serious Health Condition, Treatment, or appointments)", "Medical - Work Related (Illness or Injury, Treatment, or Appointments)", "Pregnancy", "Bonding/Adoption/Foster care", and "Military exigency". The "Military exigency" option is selected, and a dropdown menu is open below it, showing "Public Health Emerger". A red box highlights the "Military exigency" option and its dropdown menu.

Select the appropriate relationship to Biological child, enter child name and enter COVID-19 in the Extra Information section

The screenshot shows the same "Request leave" form, but now the "Reason details" section is expanded. It contains a "Relationship *" dropdown menu set to "Biological child", a "Name *" text field containing "Abraham Bravo", and an "Extra information" text area containing "COVID-19". Below these are three unchecked checkboxes: "Military service", "Victim of violence", and "Victim of crime". At the top right, there are "Save", "Previous", "Next", and "Cancel" buttons. A red box highlights the "Relationship", "Name", and "Extra information" fields.

Click next

You need enter the date range for leave.

Note: All leaves should have an effective 04/01/2020 or later.

Request leave Previous Next Cancel

Case information Employee: [redacted]

Date and time request was received * 01-Apr-2020 12:09 PM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☐

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information Insert template
COVID-19

Make sure to check Intermittent leave if they asked for an intermittent leave.

Request leave Previous Next Cancel

Case information

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information Insert template

Make sure that Absence Schedule matches the date range.

Absence schedule [Next] [Cancel]

Absence Schedule Employee: _____

Last expected date of absence * 30-Apr-2020
Anticipated return to work date 01-May-2020
System suggested return to work date 01-May-2020 [Accept]

☐ Require a medical release date from a doctor?
☐ Require employer authorized return to work date?
☐ Require employee confirmation of return to work date?
☒ Require date employee actually returned to work?

Intermittent ☐
Effective date _____

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day		<input checked="" type="checkbox"/>

[Add row]

If leave is an intermittent then you should track hours based on schedule. See example below.

Request leave [Previous] [Next] [Cancel]

Absence Schedule

Last expected date of absence * 30-Apr-2020
Anticipated return to work date 01-May-2020
System suggested return to work date _____ [Accept]

☐ Require a medical release date from a doctor?
☒ Require employer authorized return to work date?
☒ Require employee confirmation of return to work date?
☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Missed time	3h	<input type="checkbox"/>

[Add row]

Please upload any documents you may have that relates to this leave case.

The screenshot shows the 'Request leave' form with the 'Inbound documentation' section highlighted by a red box. The form includes fields for 'Active person *' (Morales, Lorena), 'Correspondence date' (02-Apr-2020 8:27 AM PDT), 'Correspondence mode' (dropdown), 'Correspondence title', 'Document location', and 'Documentation file' (with a 'Browse ...' button). Below these fields is a text area for 'Details (required if conversation is selected)' and a checkbox for 'Do you want to sign correspondence?'. Navigation buttons 'Previous', 'Next', and 'Cancel' are at the top right.

Run the entire wizard and submit.

The screenshot shows the 'Request leave' form at the 'Confirmation page'. The 'Submit' button is highlighted with a red box. The form displays a confirmation message and a table of details. The 'Employee:' field is empty.

Leave reason:	Public Health Emergency
Relationship:	Biological child
Name:	Abraham Bravo
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	03-Apr-2020 9:39 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

You can click on Case number so that the system can direct you back to that particular leave case.

The screenshot shows the 'Request leave' form at the 'Confirmation page'. The 'Case number' 'Leave-5805' is highlighted with a red box. The form displays a confirmation message and a table of details. The 'Employee:' field is empty.

Leave reason:	Public Health Emergency
Relationship:	Biological child
Name:	Abraham Bravo
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 8:24 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

Confirm eligibility & entitlement like any other leave case by launching WLI.

▼ **Return to work** (None)
▼ **Worker Comp Claim** (None) +

worklist items

Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click on Next.

Confirm eligibility & entitlement Save **Next** Cancel

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee. You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested. To change the dates, simply navigate back to this screen.

First expected absence 01-Apr-2020
Last expected absence 30-Apr-2020
Case manager * Morales, Lorena

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.** Continue to click on next.

Confirm eligibility & entitlement Save Previous Next Cancel

Work Schedule Employee: Garcia, 5

Work schedule

Suggest Revert
Add day Delete

29-March-2020 Sun	0h00
30-March-2020 Mon	8h00
31-March-2020 Tue	8h00
1-April-2020 Wed	8h00
2-April-2020 Thu	8h00
3-April-2020 Fri	8h00
4-April-2020 Sat	0h00

Hours/week 40.00
☒ Confirmed

Ask if the EE work the same days of the week every week. If yes, go to section 1.
Ask if they have any kind of recurring schedule. If yes, go to section 2.
Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3.
Go to section 4

1- Create a schedule with 7 days.
Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.

2- Ask how many days is in their rotation and create a schedule with that many days.
Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.

3- Create a schedule with 7 days.
Ask if there any days of the week they never get scheduled.
Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

You will go through the wizard like any other leave case.
Once you reach Confirm eligibility & entitlement

you will need to add the following policies **Family Medical Leave Act** and **General Employer Emergency Pandemic Leave**. Make sure to add only those 2 policies.

The screenshot shows the 'Confirm eligibility & entitlement' form. The 'Summary of qualifications' section includes fields for 'First expected absence' (01-Apr-2020) and 'Last expected absence' (30-Apr-2020). The 'Add policy' dropdown menu is open, showing a list of policies. The 'Family and Medical Leave Act' and 'General Employer Emergency Pandemic Leave' are highlighted with red boxes. The 'Leave policy' table is partially visible with columns for 'Leave policy', 'Remaining entitlement', and 'Start'.

Leave policy	Remaining entitlement	Start
Family and Medical Leave Act	12 week(s)	03-Apr-2020
General Employer Emergency Pandemic Leave	Unlimited	03-Apr-2020

Note this only applies to leaves effective 04/01/2020

General Employer Emergency Pandemic Leave policy will automatically approve. This is ok. No need to make any changes.

The screenshot shows the 'Confirm eligibility & entitlement' form with the 'Family and Medical Leave Act' and 'General Employer Emergency Pandemic Leave' policies listed. The 'Family and Medical Leave Act' is in 'Pending' status, and the 'General Employer Emergency Pandemic Leave' is in 'Approved' status. The 'Eligible' status is 'Yes' for the Family and Medical Leave Act and 'N/A' for the General Employer Emergency Pandemic Leave. The 'Conditions met' status is 'No' for the Family and Medical Leave Act and 'N/A' for the General Employer Emergency Pandemic Leave. The 'Generate entitlement updates' checkbox is checked.

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	03-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave	Unlimited	03-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Submit the wizard.

Confirm eligibility & entitlement

Save Previous **Submit** Cancel

Confirmation Employee

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Extra information:	COVID-19
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

Launch the Review Public Health Emergency Documentation WLI.

Print and send: Initial Correspondence	Print and send	On hold	01-Apr-2020	
Review Public Health Emergency documentation	Case management	To do	16-Apr-2020	Launch

Please upload one of the following documentations to certify the leave.

Review certification

Save Next Cancel

Select documentation Employee:

Correspondence(s)

Supporting document Public Health Emergency documentation

Document to upload Browse ...

Are you missing a document? ☐

- Birth Certificate
- Notice from school/ day care of closure
- Screenshot of dependents from VCHRP

You then select “School Closure due to COVID-19” from the Certifying Authority drop-down menu. To certify the leave, you enter the date range. Signature date and most recent date will be the date of the first date of leave.

Review certification Save Previous Next Cancel

Certification info Employee: _____

Certifying authority * School/Child Care Closure, + i

Signature date * 01-Apr-2020

Certification start date * 01-Apr-2020

Certification end date * 30-Apr-2020

Start of continuous period

End of continuous period

Intermittent ☐

Most recent documentation date * 01-Apr-2020

Select We accept the certification as complete and sufficient

Review certification Save Previous Next Cancel

Review certification Employee: Garcia,

Certification status *
☐ This certification form is incomplete or insufficient
☐ We require clarification of the provided information
☐ Authentication of certification source is required
☒ We accept the certification as complete and sufficient

Condition type

You then select the second box "Might this condition result in an absence of 4 or more consecutive dates?" Click on next.

Review certification Save Previous Next Cancel

Review conditions (check all that apply) Employee: Fernandez

☐ Might this condition require hospital or inpatient care?

☒ Might this condition result in an absence of 4 or more consecutive days?

☐ Might this condition result in an absence of less than 4 consecutive days but require 2 or more treatments by a certifying authority?

☐ Might this condition result in an absence of less than 4 consecutive days but require treatment by a health care professional which requires subsequent supervision by a certifying authority?

☐ Might this condition require periodic visits for care or treatment by, or under direct supervision of, a certifying authority?

☐ Might this condition continue over an extended period of time or involve recurring episodes or occurrences?

☐ Might this condition result in a period of incapacity, which is Permanent or Long term, for which treatment may not be effective?

Under review certification you select YES.

Review certification Save Previous Next Cancel

Capture policy coverage Employee

Leave policy	Supports leave request
Family and Medical Leave Act	Yes i

Review this screen and select Next.

Review certification Save Previous Next Cancel

Absence Schedule Employee:

Last expected date of absence *	30-Apr-2020 	<input type="checkbox"/> Require a medical release date from a doctor?
Anticipated return to work date	01-May-2020 	<input checked="" type="checkbox"/> Require employer authorized return to work date?
System suggested return to work date	01-May-2020 Accept	<input checked="" type="checkbox"/> Require employee confirmation of return to work date?
		<input checked="" type="checkbox"/> Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4:15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
01-Apr-2020 	30-Apr-2020 	Full day	<input checked="" type="checkbox"/>	x

Add row

Go through the wizard like any other leave case and submit.

Review certification Save Previous Submit Cancel

Confirmation page Employee

Document to upload:	initialDocumentation.pdf
Are you missing a document?:	No
Certifying authority:	2020, School closure due to corona virus
Signature date:	01-Apr-2020
Most recent documentation date:	01-Apr-2020
Certification start date:	01-Apr-2020
Certification end date:	30-Apr-2020
Start of continuous period:	
End of continuous period:	
Intermittent:	No
Certification status:	We accept the certification as complete and sufficient
Condition type:	

Launch the WLI like any other case

Review certification

PrintClose

Workflow statusEmployee: Fernandez,

Subject	Due date	Status	Action
Update leave status	01-Apr-2020	To do	Launch

Go through the wizard.
Summary of qualifications should appear like the example below.
Click Next.

Update leave status

NextCancel

Summary of qualificationsEmployee

Start date01-Apr-2020
End date30-Apr-2020

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
Eligible: N/A Conditions met: Yes Show					
General Employer Emergency Pandemic Leave	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
Eligible: N/A Conditions met: N/A Show					

Click submit once you reach this screen.

Update leave status

PreviousSubmitCancel

ConfirmationEmployee:

Family and Medical Leave Act - Public Health Emergency Leave:

General Employer Emergency Pandemic Leave - Public Health Emergency:

Estimated entitlement usage starting on:

Generate correspondence

from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
16-Jan-2020

Under Proposed/Approved leave the two leave policies below should be approved.

▼ Proposed/Approved leave (2) +							
Applicable policy		Status	Date period began		End date		
General Employer Emergency Pandemic Leave - Public Health Emergency		Approved	01-Apr-2020		30-Apr-2020		
Family and Medical Leave Act - Public Health Emergency Leave		Approved	01-Apr-2020		30-Apr-2020		
▼ Documentation (1)							
Certification type	Certification status	Certification instance	Signature date	Certifying authority	Flare-ups duration	Flare-ups duration Un	

You will need to send EE any correspondence that the system generates.

Please make **sure** to follow instructions on how to edit Initial correspondence. **Initial correspondence must be sent out**

School Closure/Day care Only not FMLA Eligible

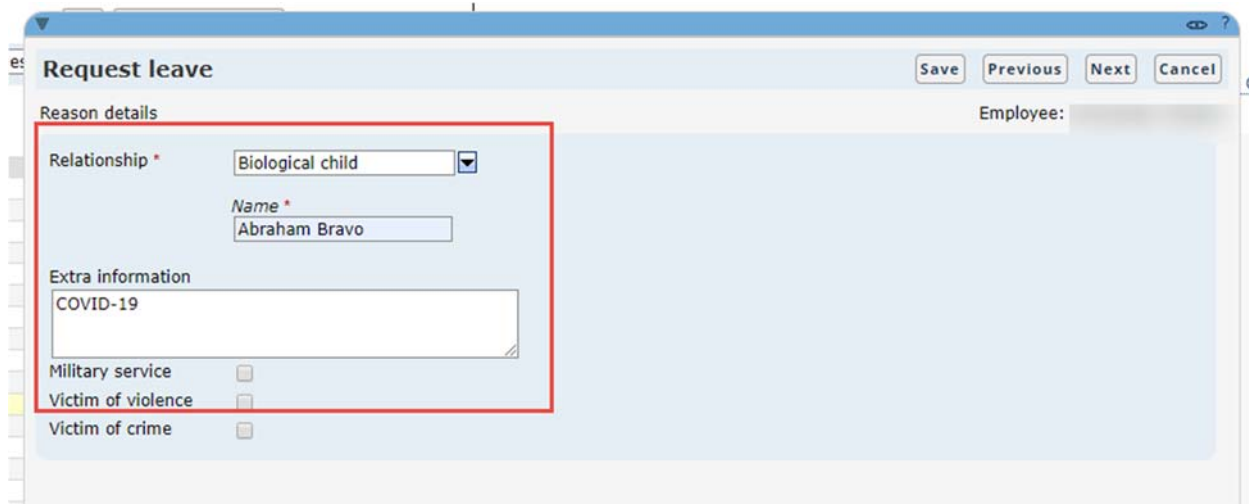
Request leave

You will select Public Health Emergency under the drop down menu of other reasons.



The screenshot shows a web form titled "Request leave". At the top right are "Next" and "Cancel" buttons. Below the title is the question "What is the reason for the leave?". To the right of this question is a field labeled "Employee:". Below the question is a list of radio button options: "Medical (Serious Health Condition, Treatment, or appointments)", "Medical - Work Related (Illness or Injury, Treatment, or Appointments)", "Pregnancy", "Bonding/Adoption/Foster care", "Military exigency", and "Public Health Emerger". The "Public Health Emerger" option is selected and highlighted with a red rectangular box.

Next you select Biological child for relationship and enter COVID-19 in the Extra information section.



The screenshot shows the same "Request leave" form, but now the "Reason details" section is expanded. It contains a "Relationship *" dropdown menu set to "Biological child" and a "Name *" text field containing "Abraham Bravo". Below this is an "Extra information" text area containing "COVID-19". At the bottom of the "Reason details" section are three unchecked checkboxes: "Military service", "Victim of violence", and "Victim of crime". The "Relationship", "Name", and "Extra information" fields are highlighted with a red rectangular box. At the top right of the form are "Save", "Previous", "Next", and "Cancel" buttons. The "Employee:" field is still visible on the right.

You enter the date range for leave.

All leaves should be effective 04/01/2020.

Request leave Previous Next Cancel

Case information Employee: [redacted]

Date and time request was received * 01-Apr-2020 12:09 PM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☐

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi ▼

Extra information Insert template

COVID-19

Make sure to check off Intermittent leave if leave is intermittent.

Request leave Previous Next Cancel

Case information Employee: [redacted]

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi ▼

Extra information Insert template

Make sure that Absence Schedule matches the date range.

Absence schedule Next Cancel

Absence Schedule Employee:

Last expected date of absence *

Anticipated return to work date

System suggested return to work date

☐ Require a medical release date from a doctor?

☐ Require employer authorized return to work date?

☐ Require employee confirmation of return to work date?

☒ Require date employee actually returned to work?

Intermittent ☐

Effective date

From	To	Type	Duration	Planned absence
<input type="text" value="01-Apr-2020"/> <input type="button" value="Calendar"/>	<input type="text" value="30-Apr-2020"/> <input type="button" value="Calendar"/>	<input type="text" value="Full day"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

If leave is an intermittent then you should track hours based on schedule. See example below.

Request leave Previous Next Cancel

Absence Schedule

Last expected date of absence *

Anticipated return to work date

System suggested return to work date

☐ Require a medical release date from a doctor?

☒ Require employer authorized return to work date?

☒ Require employee confirmation of return to work date?

☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
<input type="text" value="01-Apr-2020"/> <input type="button" value="Calendar"/>	<input type="text" value="30-Apr-2020"/> <input type="button" value="Calendar"/>	<input type="text" value="Missed time"/>	<input type="text" value="3h"/>	<input type="button" value="X"/>

Please upload any documentation you may have that relates to this leave case.

The screenshot shows the 'Request leave' form with the 'Inbound documentation' section highlighted by a red rectangle. The form includes fields for 'Active person *' (Morales, Lorena), 'Correspondence date' (02-Apr-2020, 8:27 AM, PDT), 'Correspondence mode' (dropdown), 'Correspondence title' (text), 'Document location' (text), and 'Documentation file' (text with a 'Browse ...' button). Below these fields is a note: 'Click the 'Browse' button to navigate to where the file has been saved'. There is also a 'Details (required if conversation is selected)' text area and a checkbox labeled 'Do you want to sign correspondence?'. Navigation buttons 'Previous', 'Next', and 'Cancel' are at the top right.

Run the entire wizard and submit.

The screenshot shows the 'Request leave' form at the 'Confirmation page' stage. The 'Submit' button is highlighted with a red rectangle. The form displays a confirmation message: 'Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.' Below this, a table summarizes the request details.

Leave reason:	Public Health Emergency
Relationship:	Biological child
Name:	Abraham Bravo
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	03-Apr-2020 9:39 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

Navigation buttons 'Previous', 'Submit', and 'Cancel' are at the top right. An 'Employee:' field is also visible.

You click on Case number so that the system can direct you back to that particular leave case.

Request leave [Print] [Close]

Case number: [Leave-5805](#) Employee: _____

Request for leave has been recorded.
This request will be evaluated under all applicable policies.

Case number: [Leave-5805](#)

Leave reason: Public Health Emergency

Relationship: Biological child

Name: Abraham Bravo

Military service: No

Victim of violence: No

Victim of crime: No

Date and time request was received: 02-Apr-2020 8:24 AM PDT

First expected date of absence: 01-Apr-2020

Last expected date of absence: 30-Apr-2020

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ **Return to work** (None)

▼ **Worker Comp Claim** (None) +

worklist items

Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click Next.

Confirm eligibility & entitlement [Save] **Next** [Cancel]

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee.
You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested.
To change the dates, simply navigate back to this screen.

First expected absence: 01-Apr-2020 [Calendar icon]

Last expected absence: 30-Apr-2020 [Calendar icon]

Case manager * [Pencil icon] Morales, Lorena [Dropdown arrow] [Add icon]

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

The screenshot shows the 'Confirm eligibility & entitlement' form for Employee: Garcia. The 'Work Schedule' section is highlighted with a red box. It includes a table of dates and times, and a list of instructions for creating a schedule.

Date	Time
29-March-2020 Sun	0h00
30-March-2020 Mon	8h00
31-March-2020 Tue	8h00
1-April-2020 Wed	8h00
2-April-2020 Thu	8h00
3-April-2020 Fri	8h00
4-April-2020 Sat	0h00

Hours/week: 40.00
☒ Confirmed

Instructions:

- Ask if the EE work the same days of the week every week. If yes, go to section 1.
- Ask if they have any kind of recurring schedule. If yes, go to section 2.
- Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3.
- Go to section 4.
- 1- Create a schedule with 7 days. Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.
- 2- Ask how many days is in their rotation and create a schedule with that many days. Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.
- 3- Create a schedule with 7 days. Ask if there any days of the week they never get scheduled. Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

You will go through the wizard like any other leave case. Once you reach Confirm eligibility & entitlement You will select **“General Employer Emergency Pandemic Leave”**.

The screenshot shows the 'Confirm eligibility & entitlement' form for Employee: Garcia. The 'Summary of qualifications' section is highlighted with a red box. It includes a table of dates and times, and a list of instructions for creating a schedule.

First expected absence	Last expected absence	Add policy
01-Apr-2020	30-Apr-2020

Leave policy: Remaining entitlement: Start:

Generate entitlement updates ☒

Instructions:

- Emergency Paid Family and Medical Leave Expansion Act
- Emergency Paid Sick Leave Act
- Family and Medical Leave Act
- General Employer Emergency Pandemic Leave**

The system will automatically approve like it does to a personal leave.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee: [Employee Name]

First expected absence: 01-Apr-2020 Last expected absence: 30-Apr-2020 Add policy: [Dropdown]

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
General Employer Emergency Pandemic Leave i	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Eligible: **N/A** Conditions met: **N/A** [Show](#)

Generate entitlement updates ☒

Go through the entire wizard and submit.
Submit the wizard.

Confirm eligibility & entitlement [Save] [Previous] [Submit] [Cancel]

Confirmation Employee: [Employee Name]

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Extra information:	COVID-19
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

You will need to send EE any correspondence that the system generates.

Please make sure to follow instructions on how to edit Initial correspondence. **Initial correspondence must be sent out.**

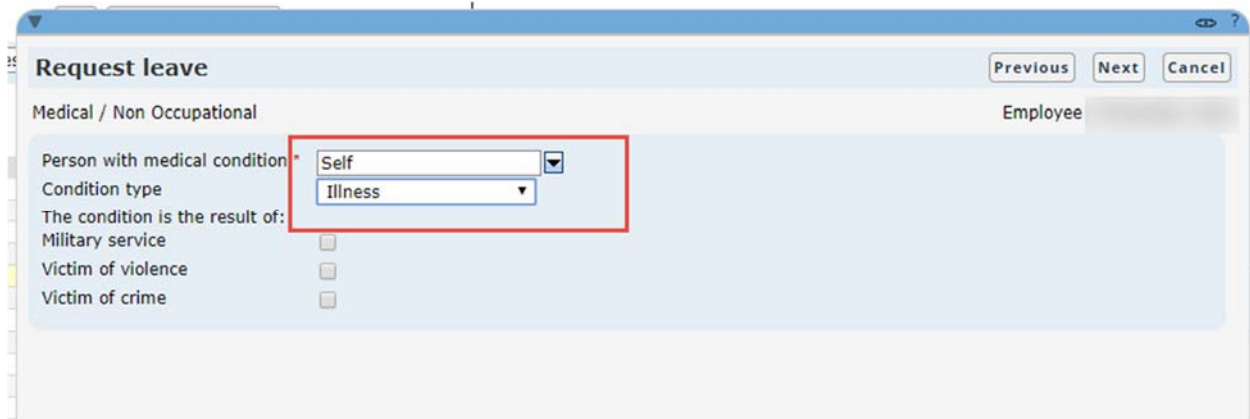
Medical- Self FMLA Eligible

Request a leave.
Select Medical.



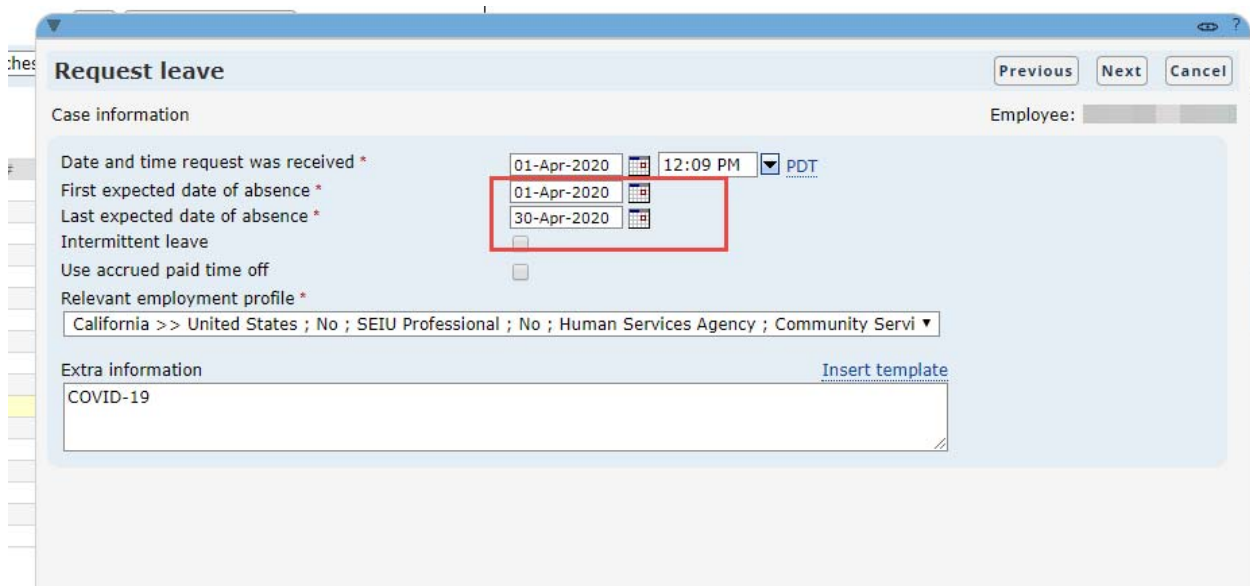
The screenshot shows the 'Request leave' form with the title bar 'Request leave' and buttons 'Next' and 'Cancel'. The question 'What is the reason for the leave?' is displayed. The 'Employee:' field is empty. A red box highlights the radio button for 'Medical (Serious Health Condition, Treatment, or appointments)'. Other options include 'Medical - Work Related (Illness or Injury, Treatment, or Appointments)', 'Pregnancy', 'Bonding/Adoption/Foster care', 'Military exigency', and a dropdown for 'other reasons...'. The 'Employee:' field is empty.

Select Self/Illness.



The screenshot shows the 'Request leave' form with the title bar 'Request leave' and buttons 'Previous', 'Next', and 'Cancel'. The section 'Medical / Non Occupational' is active. The 'Employee' field is empty. A red box highlights the 'Person with medical condition' dropdown set to 'Self' and the 'Condition type' dropdown set to 'Illness'. Other options include 'Military service', 'Victim of violence', and 'Victim of crime'.

You enter the date range for leave.
Note: All leaves should have an effective of 04/01/2020 or later.



The screenshot shows the 'Request leave' form with the title bar 'Request leave' and buttons 'Previous', 'Next', and 'Cancel'. The section 'Case information' is active. The 'Employee:' field is empty. A red box highlights the date range for leave: 'First expected date of absence' is 01-Apr-2020 and 'Last expected date of absence' is 30-Apr-2020. Other fields include 'Date and time request was received' (01-Apr-2020 12:09 PM PDT), 'Intermittent leave' (checkbox), 'Use accrued paid time off' (checkbox), 'Relevant employment profile' (California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi), and 'Extra information' (COVID-19) with an 'Insert template' link.

Make sure to check Intermittent leave if they asked for an intermittent leave.

Request leave Previous Next Cancel

Case information

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information Insert template

Make sure that Absence Schedule matches the date range.

Absence schedule Next Cancel

Absence Schedule Employee:

Last expected date of absence * 30-Apr-2020

Anticipated return to work date 01-May-2020

System suggested return to work date 01-May-2020 Accept

Require a medical release date from a doctor? ☐

Require employer authorized return to work date? ☐

Require employee confirmation of return to work date? ☐

Require date employee actually returned to work? ☒

Intermittent ☐

Effective date

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add row

If leave is an intermittent then you should track hours based on schedule. See example below.

Request leave Previous Next Cancel

Absence Schedule

Last expected date of absence * 30-Apr-2020 ☐ Require a medical release date from a doctor?
Anticipated return to work date 01-May-2020 ☐ ☒ Require employer authorized return to work date?
System suggested return to work date Accept ☒ Require employee confirmation of return to work date?
☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
<input type="button" value="Add row"/>				
01-Apr-2020	30-Apr-2020	Missed time	3h	<input type="checkbox"/>

Please upload any documentations you may have that relates to this leave case.

Request leave Previous Next Cancel

Inbound documentation

Active person * Morales, Lorena
Correspondence date 02-Apr-2020 8:27 AM PDT
Correspondence mode
Correspondence title
Document location
Documentation file
Click the 'Browse' button to navigate to where the file has been saved
Details (required if conversation is selected)

☐ Do you want to sign correspondence?

Run the entire wizard in its entirety and submit.

Request leave Previous **Submit** Cancel

Confirmation page Employee:

Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Self
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:22 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020
Intermittent leave:	No
Use accrued paid time off:	No

You click on Case number so that the system can direct you back to that particular leave case.

Request leave Print Close

Case number Employee:

Request for leave has been recorded.
This request will be evaluated under all applicable policies.
Case number: [Leave-5809](#)

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Self
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:22 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ Return to work (None)				
▼ Worker Comp Claim (None) +				
worklist items				
Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	■ To do	01-Apr-2020	Launch

Click Next.

Confirm eligibility & entitlement [Save] [Next] [Cancel]

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee. You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested. To change the dates, simply navigate back to this screen.

First expected absence: 01-Apr-2020
Last expected absence: 30-Apr-2020
Case manager: Morales, Lorena

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Work Schedule Employee: Garcia, 5

Work schedule
[Suggest] [Revert]
[Add day] [Delete]

29-March-2020 Sun	0h00
30-March-2020 Mon	8h00
31-March-2020 Tue	8h00
1-April-2020 Wed	8h00
2-April-2020 Thu	8h00
3-April-2020 Fri	8h00
4-April-2020 Sat	0h00

Hours/week: 40.00
☒ Confirmed

1- Create a schedule with 7 days. Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.
2- Ask how many days is in their rotation and create a schedule with that many days. Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.
3- Create a schedule with 7 days. Ask if there any days of the week they never get scheduled. Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

Run through wizard when you reach the following screen make sure to select YES and click on next.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Qualifying questions Employee: _____

1 - Emergency Paid Sick Leave Act
Is this employee's medical condition a result of COVID-19? ☒ Yes ☐ No

2 - General Employer Emergency Pandemic Leave
Is this employee's medical condition as a result of COVID-19? ☒ Yes ☐ No

Go through wizard once you reach the policy grid you will need to also add **“General Employer Emergency Leave”**.

The screenshot shows the 'Confirm eligibility & entitlement' wizard. The 'Summary of qualifications' section displays the 'First expected absence' as 01-Apr-2020 and the 'Last expected absence' as 30-Apr-2020. The 'Add policy' dropdown menu is open, showing a list of policies. The policy 'General Employer Emergency Pandemic Leave' is highlighted in red. The 'Leave policy' table shows 'Family and Medical Leave Act' and 'CA Family Rights Act' with 'Remaining entitlement' of 12 week(s) and 'Start date' of 01-Apr-2020. The 'Status' is 'Pending' and 'Continuous' is checked. The 'Generate entitlement updates' checkbox is checked.

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
CA Family Rights Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Policy grid should appear like example below after adding the “General Employer Emergency Leave”.

The screenshot shows the 'Confirm eligibility & entitlement' wizard. The 'Summary of qualifications' section displays the 'First expected absence' as 01-Apr-2020 and the 'Last expected absence' as 30-Apr-2020. The 'Policy grid' table shows the 'General Employer Emergency Pandemic Leave' policy added. The 'Leave policy' table shows 'Family and Medical Leave Act' and 'CA Family Rights Act' with 'Remaining entitlement' of 12 week(s) and 'Start date' of 01-Apr-2020. The 'Status' is 'Pending' and 'Continuous' is checked. The 'Generate entitlement updates' checkbox is checked.

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
CA Family Rights Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Run the wizard and submit.

Confirm eligibility & entitlement

Save Previous **Submit** Cancel

Confirmation Employee: Garcia, Francine Case: Leave-5809

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Certifying authority (if known):	
Extra information:	
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

You will need to provide EE with any correspondence that the system generates

Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out.

Worklist items				
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	<input type="checkbox"/> To do	02-Apr-2020	Launch
Review CA HCP medical certification for Self	Case management	<input type="checkbox"/> To do	17-Apr-2020	Launch

You will need to certify this leave like any regular FMLA/CFRA leave. Make sure to obtain a medical note from EE.

Worklist items				
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	<input type="checkbox"/> To do	02-Apr-2020	Launch
Review CA HCP medical certification for Self	Case management	<input type="checkbox"/> To do	17-Apr-2020	Launch

You will need to upload Drs note or an FEHC cert.

Review certification

Save Next Cancel

Select documentation Employee:

Correspondence(s)

Supporting document Public Health Emergency documentation

Document to upload Browse ...

Are you missing a document? ☐

You select the Dr from the Certifying Authority drop-down menu.

To certify the leave, you enter the date range.

Signature date and most recent date will be the signature date of the Drs note.

Review certification [Save] [Previous] [Next] [Cancel]

Certification info Employee: _____

Certifying authority * Antonio-Frias, Carlos [+] [i]

Signature date * 01-Apr-2020 [calendar icon]

Certification start date * 01-Apr-2020 [calendar icon]

Certification end date * 30-Apr-2020 [calendar icon]

Start of continuous period [calendar icon]

End of continuous period [calendar icon]

Intermittent ☐

Most recent documentation date * 01-Apr-2020 [calendar icon]

Select We accept the certification as complete and sufficient.

Review certification [Save] [Previous] [Next] [Cancel]

Review certification Employee: _____

Certification status * ☐ This certification form is incomplete or insufficient
☐ We require clarification of the provided information
☐ Authentication of certification source is required
☒ We accept the certification as complete and sufficient

Condition type Illness [dropdown arrow]

You select the second box "Might this condition result in an absence of 4 or more consecutive dates? Click on next.

Review certification [Save] [Previous] [Next] [Cancel]

Review conditions (check all that apply) Employee: Fernandez

☐ Might this condition require hospital or inpatient care?

☒ Might this condition result in an absence of 4 or more consecutive days?

☐ Might this condition result in an absence of less than 4 consecutive days but require 2 or more treatments by a certifying authority?

☐ Might this condition result in an absence of less than 4 consecutive days but require treatment by a health care professional which requires subsequent supervision by a certifying authority?

☐ Might this condition require periodic visits for care or treatment by, or under direct supervision of, a certifying authority?

☐ Might this condition continue over an extended period of time or involve recurring episodes or occurrences?

☐ Might this condition result in a period of incapacity, which is Permanent or Long term, for which treatment may not be effective?

Under review certification you select YES.

The screenshot shows the 'Review certification' screen with the 'Capture policy coverage' section. A red box highlights the 'Leave policy' section, which includes 'Family and Medical Leave Act' and 'CA Family Rights Act', both set to 'Yes' under the 'Supports leave request' column. Navigation buttons 'Save', 'Previous', 'Next', and 'Cancel' are at the top right.

Review this screen and select Next.

The screenshot shows the 'Review certification' screen with the 'Absence Schedule' section. A red box highlights the 'Last expected date of absence' (30-Apr-2020), 'Anticipated return to work date' (01-May-2020), and 'System suggested return to work date' (01-May-2020). Another red box highlights the 'Please enter all your known dates of absence' section, which includes a table with columns 'From', 'To', 'Type', 'Duration', and 'Planned absence'. The table has one row: '01-Apr-2020' to '30-Apr-2020', 'Full day', '15m', and 'Planned absence'. Navigation buttons 'Save', 'Previous', 'Next', and 'Cancel' are at the top right.

Go through the wizard like any other leave case and submit.

The screenshot shows the 'Review certification' screen with the 'Confirmation page' section. A red box highlights the 'Submit' button. The page displays a list of fields and their values: 'Document to upload: initialDocumentation.pdf', 'Are you missing a document?: No', 'Certifying authority: Antonio-Frias, Carlos', 'Signature date: 01-Apr-2020', 'Most recent documentation date: 01-Apr-2020', 'Certification start date: 01-Apr-2020', 'Certification end date: 30-Apr-2020', 'Start of continuous period:', 'End of continuous period:', 'Intermittent: No', 'Certification status: We accept the certification as complete and sufficient', 'Condition type: Illness', 'Might this condition result in an absence of 4 or more consecutive days?: Yes', and 'Family and Medical Leave Act: Supports leave request'. Navigation buttons 'Save', 'Previous', 'Submit', and 'Cancel' are at the top right.

Launch the WLI like any other case.

Review certification Print Close

Workflow status Employee: Fernandez,

Subject	Due date	Status	Action
Update leave status	01-Apr-2020	To do	Launch

Go through the wizard. Once you are on Update leave status, you verify that all policies have been approved.

Update leave status Next Cancel

Summary of qualifications Employee:

Start date: 01-Apr-2020
End date: 30-Apr-2020

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act Eligible: N/A Conditions met: Yes Show	12 week(s)	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
CA Family Rights Act Eligible: N/A Conditions met: Yes Show	12 week(s)	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave Eligible: N/A Conditions met: N/A Show	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

[Generate entitlement updates](#)

Go through wizard and submit.

Update leave status Previous Submit Cancel

Confirmation Employee

Family and Medical Leave Act - Medical Non-Work Related for Self:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
CA Family Rights Act - Standard Ventura:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
General Employer Emergency Pandemic Leave - Emergency Pandemic Leave - Medical for Self:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
Estimated entitlement usage starting on:	16-Jan-2020
Generate correspondence	<input checked="" type="checkbox"/>

Case should change from pending status to Approved

ive Status: **Approved**

Category: Continuous

Leave Reason: Medical (Serious Health Condition, Treatment, or appointments)

te of request: Apr 02, 2020

Start date: April 01, 2020

Return to work date: May 01, 2020

Relationship: Self

End date: April 30, 2020

RTW Status: Unconfirmed

se owner: Morales, Lorena

Use paid time off: false

Condition is result of military service: false

Sort by **Type** [Expand all](#) [Collapse all](#)

Eligibilities (2)

Calculated:01-Apr-2020

Calculated:01-Apr-2020

Correspondence (3) +

Title	Status	Mode of correspondence	Date of correspondence
Leave determination notice	Pending Generation		02-Apr-2020 10:43 AM PDT
Case related documentation	Received	Upload	02-Apr-2020 10:41 AM PDT
Initial Correspondence	To be sent		02-Apr-2020 10:29 AM PDT

Proposed/Approved leave (3) +

Applicable policy	Status	Date period began	End date
General Employer Emergency Pandemic Leave - Emergency Pandemic Leave - Medical for Self	Approved	01-Apr-2020	30-Apr-2020
CA Family Rights Act - Standard Ventura	Approved	01-Apr-2020	30-Apr-2020
Family and Medical Leave Act - Medical Non-Work Related for Self	Approved	01-Apr-2020	30-Apr-2020

Documentation (1)

Make sure to send out any correspondence that generate.

Please make sure to follow instructions on how to edit Initial correspondence. **Initial correspondence must be sent out.**

Medical- Self Non FMLA Eligible

Request a leave

Select Medical

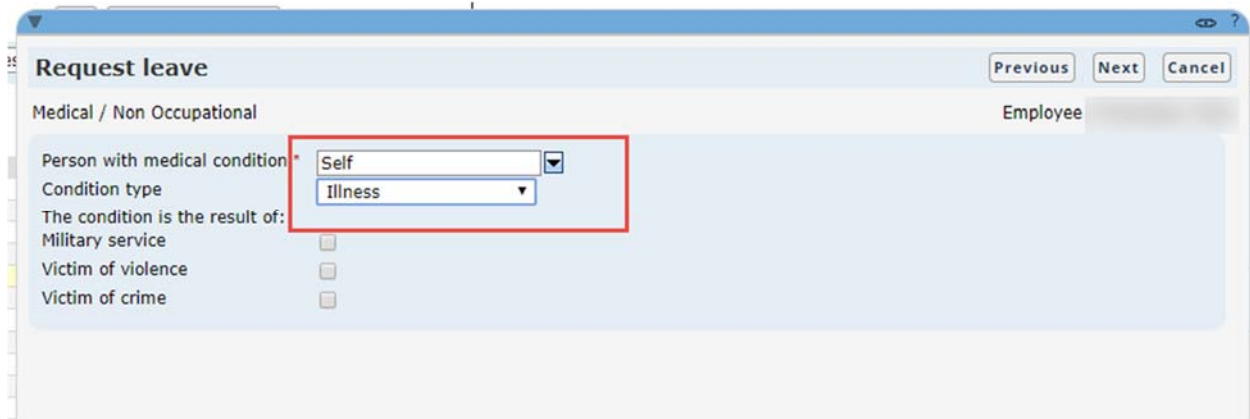


Request leave [Next] [Cancel]

What is the reason for the leave? Employee: _____

- ☒ Medical (Serious Health Condition, Treatment, or appointments)
- ☐ Medical - Work Related (Illness or Injury, Treatment, or Appointments)
- ☐ Pregnancy
- ☐ Bonding/Adoption/Foster care
- ☐ Military exigency
-

Self/Illness



Request leave [Previous] [Next] [Cancel]

Medical / Non Occupational Employee: _____

Person with medical condition * Self

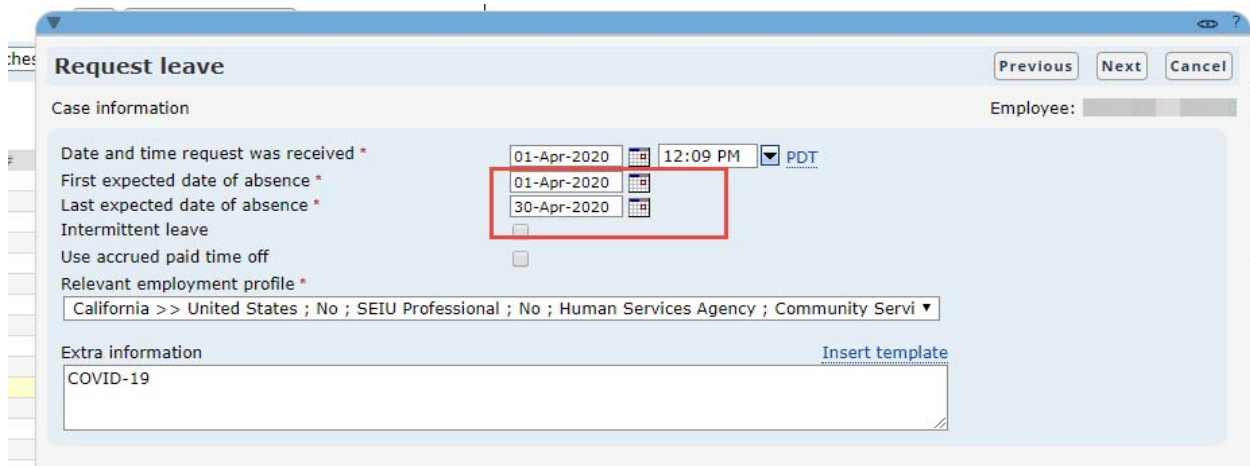
Condition type Illness

The condition is the result of:

- ☐ Military service
- ☐ Victim of violence
- ☐ Victim of crime

You enter the date range for leave

Note: All leaves should have an effective of 04/01/2020 or later.



Request leave [Previous] [Next] [Cancel]

Case information Employee: _____

Date and time request was received * 01-Apr-2020 12:09 PM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☐

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information [Insert template](#)

COVID-19

Make sure to check Intermittent leave if they asked for an intermittent leave.

Request leave Previous Next Cancel

Case information

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

~~Use accrued paid time off~~ ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information [Insert template](#)

Make sure that Absence Schedule matches the date range.

Absence schedule Next Cancel

Absence Schedule Employee:

Last expected date of absence * 30-Apr-2020

Anticipated return to work date 01-May-2020

System suggested return to work date 01-May-2020 [Accept](#)

☐ Require a medical release date from a doctor?

☐ Require employer authorized return to work date?

☐ Require employee confirmation of return to work date?

☒ Require date employee actually returned to work?

Intermittent ☐

Effective date

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Add row](#)

If leave is an intermittent then you should track hours based on schedule. See example below

Request leave Previous Next Cancel

Absence Schedule

Last expected date of absence * 30-Apr-2020 ☐ Require a medical release date from a doctor?
Anticipated return to work date 01-May-2020 ☐ ☒ Require employer authorized return to work date?
System suggested return to work date Accept ☒ Require employee confirmation of return to work date?
☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
<input type="button" value="Add row"/>				
01-Apr-2020	30-Apr-2020	Missed time	3h	<input type="checkbox"/>

Please upload any documentation you may have that relates to this leave case.

Request leave Previous Next Cancel

Inbound documentation

Active person * Morales, Lorena
Correspondence date 02-Apr-2020 8:27 AM PDT
Correspondence mode
Correspondence title
Document location
Documentation file
Click the 'Browse' button to navigate to where the file has been saved
Details (required if conversation is selected)

☐ Do you want to sign correspondence?

Run to the entire wizard and submit.

Request leave

Confirmation page

Employee:

Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Self
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:22 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020
Intermittent leave:	No
Use accrued paid time off:	No

Buttons: Previous, **Submit**, Cancel

You click on Case number so that the system can direct you back to that particular leave case.

Request leave

Case number

Employee:

Request for leave has been recorded.
This request will be evaluated under all applicable policies.

Case number: [Leave-5809](#)

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Self
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:22 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020

Buttons: Print, Close

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ Return to work (None)				
▼ Worker Comp Claim (None) +				
worklist items				
Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click on Next.

The screenshot shows a web application window titled "Confirm eligibility & entitlement". In the top right corner, there are three buttons: "Save", "Next" (highlighted with a red box), and "Cancel". Below the title bar, the text "Review the leave dates being requested" is on the left, and "Employee:" is followed by a text field containing "Morales, Lorena". The main content area has a light blue background with the following text: "The dates reflected on this screen are the dates that have been requested by the employee. You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested. To change the dates, simply navigate back to this screen." Below this, there are three input fields: "First expected absence" with a date picker set to "01-Apr-2020", "Last expected absence" with a date picker set to "30-Apr-2020", and "Case manager" with a dropdown menu showing "Morales, Lorena" and a plus icon.

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

The screenshot shows a web application window titled "Confirm eligibility & entitlement". In the top right corner, there are four buttons: "Save", "Previous", "Next", and "Cancel". Below the title bar, the text "Work Schedule" is on the left, and "Employee: Garcia," is followed by a text field. The main content area has a light blue background. On the left side, there is a section titled "Work schedule" with buttons "Suggest", "Revert", "Add day", and "Delete". Below these buttons is a table with dates and times: "29-March-2020 Sun 0h00", "30-March-2020 Mon 8h00", "31-March-2020 Tue 8h00", "1-April-2020 Wed 8h00", "2-April-2020 Thu 8h00", "3-April-2020 Fri 8h00", and "4-April-2020 Sat 0h00". Below the table, there is a "Hours/week" field set to "40.00" and a "Confirmed" checkbox. On the right side, there is instructional text: "Ask if the EE work the same days of the week every week. If yes, go to section 1. Ask if they have any kind of recurring schedule. If yes, go to section 2. Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3. Go to section 4." followed by three numbered sections: "1- Create a schedule with 7 days. Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.", "2- Ask how many days is in their rotation and create a schedule with that many days. Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.", and "3- Create a schedule with 7 days. Ask if there any days of the week they never get scheduled. Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day."

Run through wizard when you reach the following screen make sure to select YES and click on next

The screenshot shows a web application window titled "Confirm eligibility & entitlement". In the top right corner, there are four buttons: "Save", "Previous", "Next", and "Cancel". Below the title bar, the text "Qualifying questions" is on the left, and "Employee:" is followed by a text field. The main content area has a light blue background. On the left side, there is a section titled "1 - Emergency Paid Sick Leave Act" with a question: "Is this employee's medical condition a result of COVID-19?" and two radio buttons, "Yes" (selected) and "No". Below this, there is a section titled "2 - General Employer Emergency Pandemic Leave" with a question: "Is this employee's medical condition as a result of COVID-19?" and two radio buttons, "Yes" (selected) and "No".

Presagia will notify you when an EE is not eligible for FMLA/CFRA.
Please see example below.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee

First expected absence: 01-Apr-2020 Last expected absence: 30-Apr-2020 Add policy:

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
CA Family Rights Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>

Generate entitlement updates ☒

You will add “General Employer Emergency Pandemic Leave” Policy to the case.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee: Colmenares,

First expected absence: 01-Apr-2020 Last expected absence: 30-Apr-2020 Add policy:

Leave policy	Remaining entitlement	Start date	Continuous
Family and Medical Leave Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	<input checked="" type="checkbox"/>
CA Family Rights Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	<input checked="" type="checkbox"/>

CA Reasonable Accommodation
COV Absence Without Approval policy
COV Pending Non-service Connected Disability Retirement
COV Personal Leave
Emergency Paid Sick Leave Act
General Employer Emergency Pandemic Leave

The System will add the policy and auto approve the leave.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee: [Employee Name]

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act ⓘ	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of					
CA Family Rights Act ⓘ	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of					
General Employer Emergency Pandemic Leave ⓘ	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
Eligible: N/A Conditions met: N/A Show					

Generate entitlement updates ☒

Run wizard and click on submit.

Confirm eligibility & entitlement [Save] [Previous] [Submit] [Cancel]

Confirmation Employee: [Employee Name]

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Certifying authority (if known):	
Extra information:	
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00

You will need to upload the medical cert provided by EE and make sure to send the Initial correspondence.

Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out.

Family-Medical FMLA Eligible

Request a leave.

Select Medical.



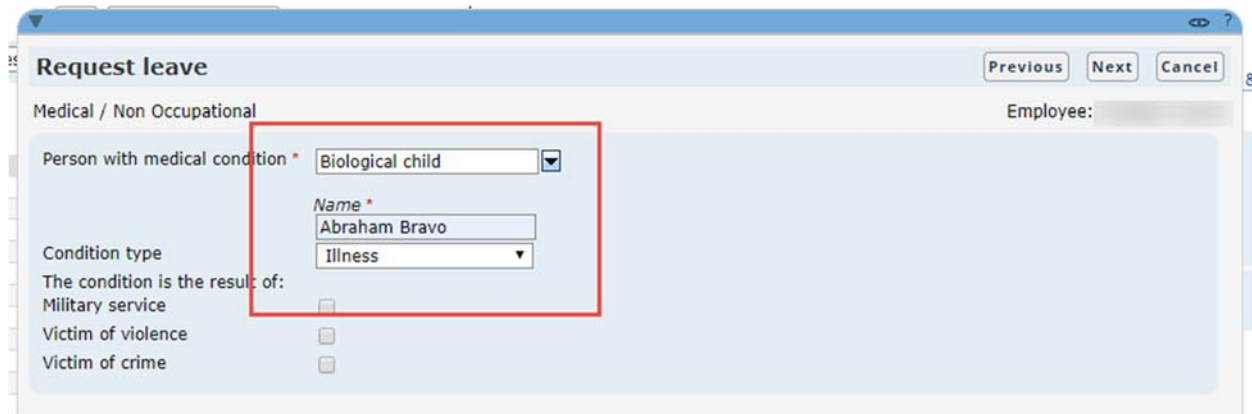
Request leave Next Cancel

What is the reason for the leave? Employee:

- ☒ Medical (Serious Health Condition, Treatment, or appointments)
- ☐ Medical - Work Related (Illness or Injury, Treatment, or Appointments)
- ☐ Pregnancy
- ☐ Bonding/Adoption/Foster care
- ☐ Military exigency

other reasons... ▼

Qualifying family member/Illness- like any other Family care leave.



Request leave Previous Next Cancel

Medical / Non Occupational Employee:

Person with medical condition * Biological child ▼

Name * Abraham Bravo

Condition type Illness ▼

The condition is the result of:

Military service ☐

Victim of violence ☐

Victim of crime ☐

You enter the date range for leave.

Note: All leaves should have an effective of 04/01/2020 or later.

Request leave Previous Next Cancel

Case information Employee: [redacted]

Date and time request was received * 01-Apr-2020 12:09 PM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☐

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information Insert template

COVID-19

Make sure to check Intermittent leave if they asked for an intermittent leave.

Request leave Previous Next Cancel

Case information Employee: [redacted]

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information Insert template

Make sure that Absence Schedule matches the date range.

Absence schedule Next Cancel

Absence Schedule Employee:

Last expected date of absence * Require a medical release date from a doctor?
Anticipated return to work date Require employer authorized return to work date?
System suggested return to work date Accept Require employee confirmation of return to work date?
Require date employee actually returned to work?

Intermittent ☐
Effective date

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add row

If leave is an intermittent then you should track hours based on schedule. See example below

Request leave Previous Next Cancel

Absence Schedule

Last expected date of absence * Require a medical release date from a doctor?
Anticipated return to work date Require employer authorized return to work date?
System suggested return to work date Accept Require employee confirmation of return to work date?
Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Missed time	3h	<input checked="" type="checkbox"/>

Please upload any documentation you may have that relates to this leave case.

The screenshot shows the 'Request leave' form with the 'Inbound documentation' section highlighted by a red rectangle. The form includes fields for 'Active person *' (Morales, Lorena), 'Correspondence date' (02-Apr-2020, 8:27 AM, PDT), 'Correspondence mode' (dropdown), 'Correspondence title', 'Document location', and 'Documentation file' (with a 'Browse ...' button). A note below the 'Documentation file' field states: 'Click the 'Browse' button to navigate to where the file has been saved'. Below this is a 'Details (required if conversation is selected)' section with a text area and a checkbox labeled 'Do you want to sign correspondence?'. Navigation buttons 'Previous', 'Next', and 'Cancel' are at the top right.

Run to the entire wizard and submit.

The screenshot shows the 'Request leave' form at the 'Confirmation page'. The 'Submit' button is highlighted with a red rectangle. The form displays a confirmation message: 'Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.' Below this is a table with the following data:

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Biological child
Name:	Abraham Bravo
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:47 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

Navigation buttons 'Save', 'Previous', 'Submit', and 'Cancel' are at the top right. The 'Employee' field is also visible.

You click on Case number so that the system can direct you back to that particular leave case.

The screenshot shows the 'Request leave' form at the 'Case number' section. The 'Case number' field is highlighted with a red rectangle and contains the value 'Leave-5810'. The form displays a confirmation message: 'Request for leave has been recorded. This request will be evaluated under all applicable policies.' Below this is a table with the following data:

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Biological child
Name:	Abraham Bravo
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:47 AM PDT

Buttons 'Print' and 'Close' are at the top right. The 'Employee' field is also visible.

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ **Return to work** (None)
▼ **Worker Comp Claim** (None) +

worklist items

Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click on Next.

Confirm eligibility & entitlement Save **Next** Cancel

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee. You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested. To change the dates, simply navigate back to this screen.

First expected absence 01-Apr-2020
Last expected absence 30-Apr-2020
Case manager * Morales, Lorena

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

Confirm eligibility & entitlement Save Previous Next Cancel

Work Schedule Employee: Garcia, _____

Work schedule

Suggest Revert
Add day Delete

29-March-2020 Sun	0h00
30-March-2020 Mon	8h00
31-March-2020 Tue	8h00
1-April-2020 Wed	8h00
2-April-2020 Thu	8h00
3-April-2020 Fri	8h00
4-April-2020 Sat	0h00

Hours/week 40.00
☒ Confirmed

Ask if the EE work the same days of the week every week. If yes, go to section 1.
Ask if they have any kind of recurring schedule. If yes, go to section 2.
Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3.
Go to section 4

1- Create a schedule with 7 days.
Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.

2- Ask how many days is in their rotation and create a schedule with that many days.
Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.

3- Create a schedule with 7 days.
Ask if there any days of the week they never get scheduled.
Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

Run through wizard when you reach the following screen make sure to select YES and click on next.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Qualifying questions Employee: _____

1 - Emergency Paid Sick Leave Act

Is the medical condition of the individual for whom the employee is caring for a result of COVID-19? ☒ Yes ☐ No

2 - General Employer Emergency Pandemic Leave

Is the family member for whom the employee is caring for a result of COVID-19? ☒ Yes ☐ No

Go through the wizard. Once you reach the policy grid you will need to also add **“General Employer Emergency Leave”**

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee: _____

Leave policy	Remaining entitlement	Start date
Family and Medical Leave Act i Eligible: Yes Conditions met: No Show	12 week(s)	01-Apr-2020
CA Family Rights Act i Eligible: Yes Conditions met: No Show	12 week(s)	01-Apr-2020

Generate entitlement updates ☒

Add policy

- CA Reasonable Accommodation
- COV Absence Without Approval policy
- COV Medical Modified Schedule
- COV Pending Non-service Connected Disability Retirement
- COV Personal Leave
- Emergency Paid Sick Leave Act
- General Employer Emergency Pandemic Leave**

Policy grid should appear like example below after adding the “General Employer Emergency Leave”.

The screenshot shows a web form titled "Confirm eligibility & entitlement". At the top right are buttons for "Save", "Previous", "Next", and "Cancel". Below the title is a "Summary of qualifications" section with an "Employee:" field. Under this, there are input fields for "First expected absence" (01-Apr-2020), "Last expected absence" (30-Apr-2020), and an "Add policy" dropdown. The main part of the form is a table with the following columns: "Leave policy", "Remaining entitlement", "Start date", "End date", "Status", and "Continuous".

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
Eligible: Yes Conditions met: No Show					
CA Family Rights Act	12 week(s)	01-Apr-2020	30-Apr-2020	Pending	<input checked="" type="checkbox"/>
Eligible: Yes Conditions met: No Show					
General Employer Emergency Pandemic Leave	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
Eligible: N/A Conditions met: N/A Show					

At the bottom left of the table area is a checkbox labeled "Generate entitlement updates" which is checked. A red rectangle highlights the table content.

Run the wizard and submit.



The screenshot shows the same web form, but now the "Confirmation" section is visible. The "Submit" button at the top right is highlighted with a red rectangle. The "Employee:" field now contains "Employee: Garcia, Francine Case: Leave-5809". The main area of the form is a table with two columns: a label column and a value column.

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Certifying authority (if known):	
Extra information:	
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

You will need to provide EE with any correspondence that the system generates



Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out

WORKLIST ITEMS

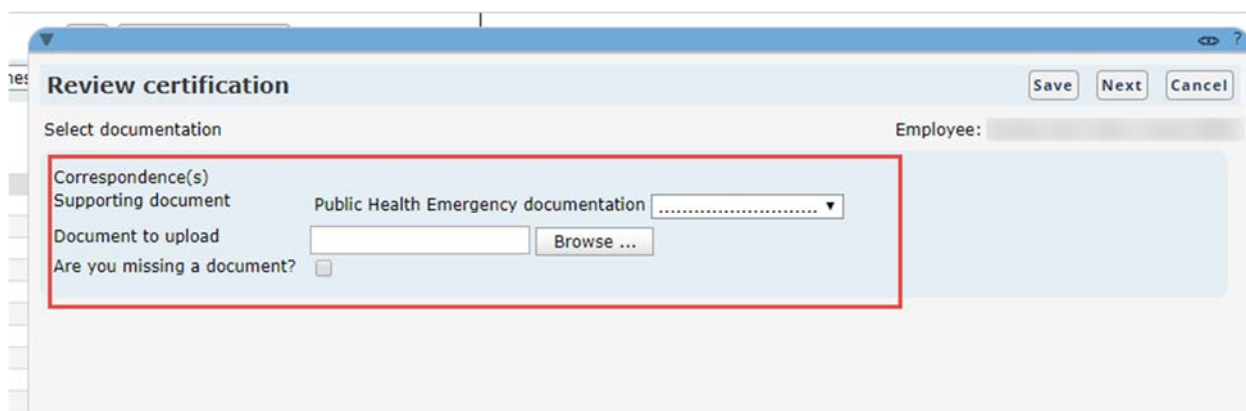
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	 To do	02-Apr-2020	Launch
Review CA HCP medical certification for Self	Case management	 To do	17-Apr-2020	Launch

You will need to certify this leave like any regular FMLA/CFRA leave. make sure to obtain a medical note from EE.

WORKLIST ITEMS

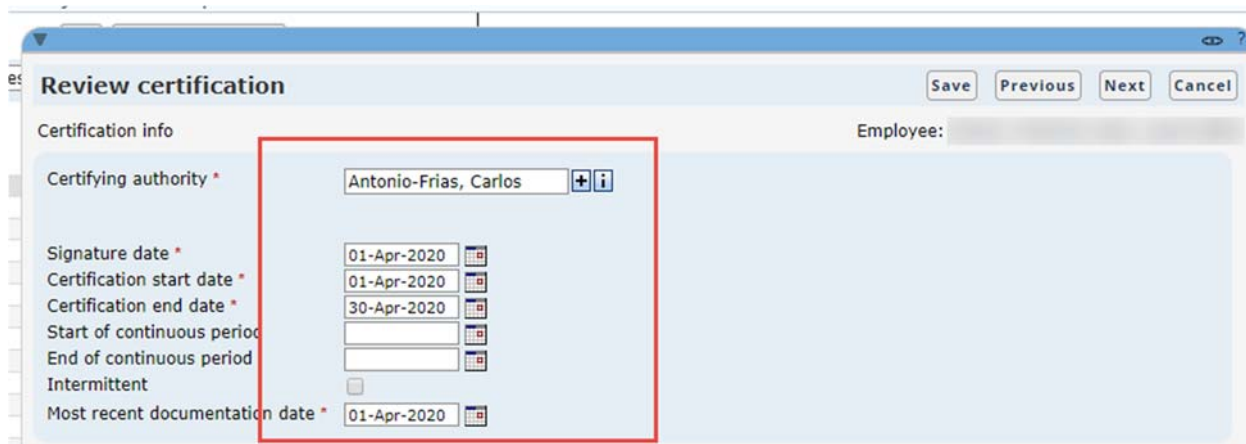
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	 To do	02-Apr-2020	Launch
Review CA HCP medical certification for Self	Case management	 To do	17-Apr-2020	Launch

You will need to upload Drs note or an FEHC cert.



The screenshot shows the 'Review certification' form with the 'Select documentation' section highlighted by a red box. This section includes a 'Correspondence(s)' dropdown menu, a 'Supporting document' dropdown menu (currently showing 'Public Health Emergency documentation'), a 'Document to upload' text box with a 'Browse ...' button, and a checkbox for 'Are you missing a document?'. The 'Employee:' field is visible on the right.

You select the Dr from the Certifying Authority drop-down menu.
To certify the leave, you enter the date range.
Signature date and most recent date will be the signature date of the Drs note.



The screenshot shows the 'Review certification' form with the 'Certification info' section highlighted by a red box. This section includes a 'Certifying authority *' dropdown menu (showing 'Antonio-Frias, Carlos'), a 'Signature date *' date picker (showing '01-Apr-2020'), a 'Certification start date *' date picker (showing '01-Apr-2020'), a 'Certification end date *' date picker (showing '30-Apr-2020'), a 'Start of continuous period' date picker, an 'End of continuous period' date picker, an 'Intermittent' checkbox, and a 'Most recent documentation date *' date picker (showing '01-Apr-2020'). The 'Employee:' field is visible on the right.

Select “We accept the certification as complete and sufficient”.

Review certification [Save] [Previous] [Next] [Cancel]

Review certification Employee: (

Certification status *

- ☐ This certification form is incomplete or insufficient
- ☐ We require clarification of the provided information
- ☐ Authentication of certification source is required
- ☒ We accept the certification as complete and sufficient

Condition type
Illness

You select the second box “Might this condition result in an absence of 4 or more consecutive dates?” Click on next.

Review certification [Save] [Previous] [Next] [Cancel]

Review conditions (check all that apply) Employee: Fernandez

- ☐ Might this condition require hospital or inpatient care?
- ☒ Might this condition result in an absence of 4 or more consecutive days?
- ☐ Might this condition result in an absence of less than 4 consecutive days but require 2 or more treatments by a certifying authority?
- ☐ Might this condition result in an absence of less than 4 consecutive days but require treatment by a health care professional which requires subsequent supervision by a certifying authority?
- ☐ Might this condition require periodic visits for care or treatment by, or under direct supervision of, a certifying authority?
- ☐ Might this condition continue over an extended period of time or involve recurring episodes or occurrences?
- ☐ Might this condition result in a period of incapacity, which is Permanent or Long term, for which treatment may not be effective?

Under review certification you select YES.

Review certification [Save] [Previous] [Next] [Cancel]

Capture policy coverage Employee:

Leave policy	Supports leave request
Family and Medical Leave Act	Yes
CA Family Rights Act	Yes

Review this screen and select Next.

Review certification

SavePreviousNextCancel

Absence ScheduleEmployee:

Last expected date of absence *30-Apr-2020

Anticipated return to work date01-May-2020

System suggested return to work date01-May-2020

Accept

☐ Require a medical release date from a doctor?

☒ Require employer authorized return to work date?

☒ Require employee confirmation of return to work date?

☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4:15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add row

Go through the wizard like any other leave case and submit.

Review certification

SavePreviousSubmitCancel

Confirmation pageEmployee:

Document to upload:initialDocumentation.pdf

Are you missing a document?:No

Certifying authority:Antonio-Frias, Carlos

Signature date:01-Apr-2020

Most recent documentation date:01-Apr-2020

Certification start date:01-Apr-2020

Certification end date:30-Apr-2020

Start of continuous period:

End of continuous period:

Intermittent:No

Certification status:We accept the certification as complete and sufficient

Condition type:Illness

Might this condition result in an absence of 4 or more consecutive days?:Yes

Family and Medical Leave Act:Supports leave request

Launch the WLI like any other case

Review certification

PrintClose

Workflow statusEmployee: Fernandez,

Subject	Due date	Status	Action
Update leave status	01-Apr-2020	<input type="checkbox"/> To do	<div>Launch</div>

Go through the wizard once you are on Update leave status and verify that you all policies have been approved

Update leave status [Next] [Cancel]

Summary of qualifications Employee: [Employee Name]

Start date: 01-Apr-2020
End date: 30-Apr-2020

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act	12 week(s)	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
CA Family Rights Act	12 week(s)	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Generate entitlement updates ☒

Go through the wizard and submit.

Update leave status [Previous] [Submit] [Cancel]

Confirmation Employee: [Employee Name]

Family and Medical Leave Act - Medical Non-Work Related for Self:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
CA Family Rights Act - Standard Ventura:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
General Employer Emergency Pandemic Leave - Emergency Pandemic Leave - Medical for Self:	from 01-Apr-2020 to 30-Apr-2020, Approved, Continuous
Estimated entitlement usage starting on:	16-Jan-2020
Generate correspondence	<input checked="" type="checkbox"/>

Case should change from pending status to Approved

ive Status: **Approved**

te of request: Apr 02, 2020

lationship: Self

se owner: Morales, Lorena

Category: Continuous

Start date: April 01, 2020

End date: April 30, 2020

Use paid time off: false

Leave Reason: Medical (Serious Health Condition, Treatment, or appointments)

Return to work date: May 01, 2020

RTW Status: Unconfirmed

Condition is result of military service: false

by Type ▾ [Expand all](#) [Collapse all](#)

Eligibilities (2)

Calculated: 01-Apr-2020

Calculated: 01-Apr-2020

Correspondence (3) +

Title	Status	Mode of correspondence	Date of correspondence
Leave determination notice	Pending Generation		02-Apr-2020 10:43 AM PDT
Case related documentation	Received	Upload	02-Apr-2020 10:41 AM PDT
Initial Correspondence	To be sent		02-Apr-2020 10:29 AM PDT

Proposed/ Approved leave (3) +

Applicable policy	Status	Date period began	End date
General Employer Emergency Pandemic Leave - Emergency Pandemic Leave - Medical for Self	Approved	01-Apr-2020	30-Apr-2020
CA Family Rights Act - Standard Ventura	Approved	01-Apr-2020	30-Apr-2020
Family and Medical Leave Act - Medical Non-Work Related for Self	Approved	01-Apr-2020	30-Apr-2020

Documentation (1)

Make sure to send out any correspondence that generate.

Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out

Family- Medical Non FMLA/CFRA eligible

Request a leave.

Select Medical.

The screenshot shows the 'Request leave' form with the 'What is the reason for the leave?' section. The 'Medical (Serious Health Condition, Treatment, or appointments)' option is selected and highlighted with a red box. Other options include 'Medical - Work Related (Illness or Injury, Treatment, or Appointments)', 'Pregnancy', 'Bonding/Adoption/Foster care', 'Military exigency', and 'other reasons...'. The 'Employee:' field is visible on the right.

Qualifying family member/Illness- like any other Family care leave.

The screenshot shows the 'Request leave' form with the 'Medical / Non Occupational' section. The 'Person with medical condition' dropdown is set to 'Biological child' and is highlighted with a red box. Below it, the 'Name' field contains 'Abraham Bravo' and the 'Condition type' dropdown is set to 'Illness'. Other options for 'The condition is the result of:' include 'Military service', 'Victim of violence', and 'Victim of crime'.

You enter the date range for leave.

Note: All leaves should have an effective of 04/01/2020 or later.

The screenshot shows the 'Request leave' form with the 'Case information' section. The 'Date and time request was received' is set to '01-Apr-2020 12:09 PM PDT'. The 'First expected date of absence' is '01-Apr-2020' and the 'Last expected date of absence' is '30-Apr-2020', both highlighted with a red box. The 'Relevant employment profile' is set to 'California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi'. The 'Extra information' field contains 'COVID-19'.

Make sure to check Intermittent leave if they asked for an intermittent leave.

Request leave Previous Next Cancel

Case information

Date and time request was received * 02-Apr-2020 10:47 AM PDT

First expected date of absence * 01-Apr-2020

Last expected date of absence * 30-Apr-2020

Intermittent leave ☒

Use accrued paid time off ☐

Relevant employment profile * California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi

Extra information [Insert template](#)

Make sure that Absence Schedule matches the date range.

Absence schedule Next Cancel

Absence Schedule Employee:

Last expected date of absence * 30-Apr-2020

Anticipated return to work date 01-May-2020

System suggested return to work date 01-May-2020 Accept

Require a medical release date from a doctor? ☐

Require employer authorized return to work date? ☐

Require employee confirmation of return to work date? ☐

Require date employee actually returned to work? ☒

Intermittent ☐

Effective date

From	To	Type	Duration	Planned absence
01-Apr-2020	30-Apr-2020	Full day	1	<input checked="" type="checkbox"/>

Add row

If leave is an intermittent then you should track hours based on schedule. See example below.

Request leave Previous Next Cancel

Absence Schedule

Last expected date of absence * 30-Apr-2020 ☐ Require a medical release date from a doctor?
Anticipated return to work date 01-May-2020 ☒ Require employer authorized return to work date?
System suggested return to work date Accept ☒ Require employee confirmation of return to work date?
☒ Require date employee actually returned to work?

Please enter all your known dates of absence and specify the type of absence.
If an absence will be part of a day (Missed time), then enter the absence duration.
Enter hours as 4 or 4.15. Enter minutes as 15m.

From	To	Type	Duration	Planned absence
Add row				
01-Apr-2020	30-Apr-2020	Missed time	3h	<input type="checkbox"/>

Please upload any documentation you may have that relates to this leave case.

Request leave Previous Next Cancel

Inbound documentation

Active person * Morales, Lorena +
Correspondence date 02-Apr-2020 8:27 AM PDT
Correspondence mode
Correspondence title
Document location
Documentation file Browse ...
Click the 'Browse' button to navigate to where the file has been saved
Details (required if conversation is selected)

☐ Do you want to sign correspondence?

Run the entire wizard and submit.

Request leave

Confirmation page

Employee

Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Biological child
Name:	Abraham Bravo
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:47 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

You click on Case number so that the system can direct you back to that particular leave case.

Request leave

Print Close

Case number Employee:

Request for leave has been recorded.
This request will be evaluated under all applicable policies.

Case number: **Leave-5810**

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Biological child
Name:	Abraham Bravo
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:47 AM PDT

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ return to work (none)				
▼ Worker Comp Claim (None) +				
worklist items				
Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click on Next.

Confirm eligibility & entitlement [Save] [Next] [Cancel]

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee. You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested. To change the dates, simply navigate back to this screen.

First expected absence: 01-Apr-2020
Last expected absence: 30-Apr-2020
Case manager: Morales, Lorena

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Work Schedule Employee: Garcia, 5

Work schedule

Date	Day	Time
29-March-2020	Sun	0h00
30-March-2020	Mon	8h00
31-March-2020	Tue	8h00
1-April-2020	Wed	8h00
2-April-2020	Thu	8h00
3-April-2020	Fri	8h00
4-April-2020	Sat	0h00

Hours/week: 40.00 [Confirmed]

1- Create a schedule with 7 days. Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.

2- Ask how many days is in their rotation and create a schedule with that many days. Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.

3- Create a schedule with 7 days. Ask if there any days of the week they never get scheduled. Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

Run through wizard. When you reach the following screen make sure to select YES and click on next.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Qualifying questions Employee: _____

1 - Emergency Paid Sick Leave Act
Is the medical condition of the individual for whom the employee is caring for a result of COVID-19? ☒ Yes ☐ No

2 - General Employer Emergency Pandemic Leave
Is the family member for whom the employee is caring for a result of COVID-19? ☒ Yes ☐ No

Presagia will notify you when an EE is not eligible for FMLA/CFRA.
Please see example below.

Confirm eligibility & entitlement Save Previous Next Cancel

Summary of qualifications Employee

First expected absence: 01-Apr-2020 Last expected absence: 30-Apr-2020 Add policy:

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
CA Family Rights Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>

Generate entitlement updates ☒

You will need to add “General Employer Emergency Pandemic Leave” Policy to the case.

Confirm eligibility & entitlement Save Previous Next Cancel

Summary of qualifications Employee:

First expected absence: 01-Apr-2020 Last expected absence: 30-Apr-2020 Add policy:

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020			
CA Family Rights Act Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>

Generate entitlement updates ☒

The System will add the policy and auto approve the leave.

Confirm eligibility & entitlement [Save] [Previous] [Next] [Cancel]

Summary of qualifications Employee: [Employee Name]

Leave policy	Remaining entitlement	Start date	End date	Status	Continuous
Family and Medical Leave Act ⓘ Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
CA Family Rights Act ⓘ Eligible: No Conditions met: No Show Please explain all reasons for overriding the current recommendation. Employee is required to have a minimum of 1,250 worked hour(s) in the past 1 year(s). Records indicate 994 hour(s) between 16-Jan-2019 and 15-Jan-2020. Using the current work schedule, we estimate the worked hours to be 1,123 on first day of leave, 01-Apr-2020. The actual hour(s) and eligibility will be verified on the first day of	12 week(s)	01-Apr-2020	30-Apr-2020	Denied - Not eligible	<input checked="" type="checkbox"/>
General Employer Emergency Pandemic Leave ⓘ Eligible: N/A Conditions met: N/A Show	Unlimited	01-Apr-2020	30-Apr-2020	Approved	<input checked="" type="checkbox"/>

Generate entitlement updates ☒

Run wizard and click on submit.

Confirm eligibility & entitlement [Save] [Previous] [Submit] [Cancel]

Confirmation Employee: [Employee Name]

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Certifying authority (if known):	
Extra information:	
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00

You will need to upload the medical cert/Drs Note provided by EE and make sure to send the Initial correspondence.

Please make sure to follow instructions on how to edit Initial correspondence. **Initial correspondence must be sent out**

Any other COVID-19 related leave for Self

Request leave.

You will select Public Health Emergency.

The screenshot shows the 'Request leave' form with the title bar. The 'What is the reason for the leave?' section is active, displaying a list of reasons: Medical (Serious Health Condition, Treatment, or appointments), Medical - Work Related (Illness or Injury, Treatment, or Appointments), Pregnancy, Bonding/Adoption/Foster care, Military exigency, and Public Health Emerger. The 'Public Health Emerger' option is selected and highlighted with a red box. The 'Employee: Gomez, Michael' is displayed on the right. Navigation buttons 'Next' and 'Cancel' are in the top right corner.

Next you select Self and enter COVID-19 in the Extra Info section.

The screenshot shows the 'Request leave' form with the 'Reason details' section. The 'Relationship' dropdown is set to 'Self' and is highlighted with a red box. The 'Extra information' text area contains 'COVID-19' and is also highlighted with a red box. Below this, there are checkboxes for 'Military service', 'Victim of violence', and 'Victim of crime', all of which are currently unchecked. The 'Employee:' field is empty. Navigation buttons 'Previous', 'Next', and 'Cancel' are in the top right corner.

You enter the date range for leave.

Note: All leaves should have an effective of 04/01/2020 or later.

The screenshot shows the 'Request leave' form with the 'Case information' section. The 'Date and time request was received' is set to 01-Apr-2020 at 12:09 PM PDT. The 'First expected date of absence' is 01-Apr-2020 and the 'Last expected date of absence' is 30-Apr-2020; these two date fields are highlighted with a red box. Other fields include 'Intermittent leave' (unchecked), 'Use accrued paid time off' (unchecked), and 'Relevant employment profile' (California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi). The 'Extra information' text area contains 'COVID-19'. Navigation buttons 'Previous', 'Next', and 'Cancel' are in the top right corner.

Make sure to check Intermittent leave if they asked for an intermittent leave.

The 'Request leave' form displays case information. A red box highlights the 'Last expected date of absence' field, which is set to 30-Apr-2020. Below it, the 'Intermittent leave' checkbox is checked, and the 'Use accrued paid time off' checkbox is unchecked. The 'Relevant employment profile' is set to 'California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi'. The 'Extra information' field is empty, and an 'Insert template' link is visible.

Make sure that Absence Schedule matches the date range.

The 'Absence schedule' form shows the date range and schedule details. A red box highlights the 'Last expected date of absence' (30-Apr-2020), 'Anticipated return to work date' (01-May-2020), and 'System suggested return to work date' (01-May-2020). The 'Intermittent' checkbox is unchecked. The 'Effective date' field is empty. The 'Absence Schedule' table shows a single row with 'From' date 01-Apr-2020, 'To' date 30-Apr-2020, 'Type' Full day, and 'Duration Planned absence' checked. The 'Add row' button is visible.

If leave is an intermittent then you should track hours based on schedule. See example below.

The 'Request leave' form displays the absence schedule for intermittent leave. A red box highlights the 'Absence Schedule' table, which shows a single row with 'From' date 01-Apr-2020, 'To' date 30-Apr-2020, 'Type' Missed time, and 'Duration Planned absence' 3h. The 'Add row' button is visible.

Upload any documentation supporting leave.

The screenshot shows the 'Request leave' form with the 'Inbound documentation' section highlighted by a red box. This section contains fields for 'Active person *' (Morales, Lorena), 'Correspondence date' (03-Apr-2020, 10:53 AM PDT), 'Correspondence mode' (dropdown), 'Correspondence title' (text), 'Document location' (text), and 'Documentation file' (text with a 'Browse ...' button). A note below the fields states: 'Click the 'Browse' button to navigate to where the file has been saved'. Below the fields is a checkbox labeled 'Do you want to sign correspondence?'. At the top right of the form are buttons for 'Previous', 'Next', and 'Cancel'. The 'Employee' field is partially visible on the right.

Run to entire wizard and submit.

The screenshot shows the 'Request leave' form at the 'Confirmation page' stage. The 'Submit' button at the top right is highlighted with a red box. The page contains a confirmation message: 'Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.' Below this is a table of request details:

Leave reason:	Public Health Emergency
Relationship:	Self
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	03-Apr-2020 10:57 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020
Intermittent leave:	No

At the top right are buttons for 'Previous', 'Submit', and 'Cancel'. The 'Employee' field is partially visible on the right.

You click on Case number so that the system can direct you back to that particula leave case.

The screenshot shows the 'Request leave' form at the 'Case number' stage. The 'Case number' field at the top is highlighted with a red box and contains the value 'Leave-5826'. Below this is a confirmation message: 'Request for leave has been recorded. This request will be evaluated under all applicable policies.' Below the message is a table of request details:

Leave reason:	Public Health Emergency
Relationship:	Self
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	03-Apr-2020 10:57 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of absence:	30-Apr-2020
Intermittent leave:	No
Use accrued paid time off:	No

At the top right are buttons for 'Print' and 'Close'. The 'Employee' field is partially visible on the right.

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ **Return to work** (None)
▼ **Worker Comp Claim** (None) +

worklist items

Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click Next.

Confirm eligibility & entitlement Save Next Cancel

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee.
You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested.
To change the dates, simply navigate back to this screen.

First expected absence

Last expected absence

Case manager *

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

Confirm eligibility & entitlement Save Previous Next Cancel

Work Schedule Employee: Garcia, _____

Work schedule

Suggest Revert

Add day Delete

29-March-2020 Sun	<input type="text" value="0h00"/>
30-March-2020 Mon	<input type="text" value="8h00"/>
31-March-2020 Tue	<input type="text" value="8h00"/>
1-April-2020 Wed	<input type="text" value="8h00"/>
2-April-2020 Thu	<input type="text" value="8h00"/>
3-April-2020 Fri	<input type="text" value="8h00"/>
4-April-2020 Sat	<input type="text" value="0h00"/>

Hours/week

☒ Confirmed

Ask if the EE work the same days of the week every week. If yes, go to section 1.
Ask if they have any kind of recurring schedule. If yes, go to section 2.
Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3.
Go to section 4

1- Create a schedule with 7 days.
Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.

2- Ask how many days is in their rotation and create a schedule with that many days.
Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.

3- Create a schedule with 7 days.
Ask if there any days of the week they never get scheduled.
Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

When you reach Confirm eligibility & entitlement.

The screenshot shows the 'Confirm eligibility & entitlement' form. At the top, there are buttons for 'Save', 'Previous', 'Next', and 'Cancel'. Below the title, there is a 'Summary of qualifications' section with fields for 'First expected absence' (01-Apr-2020) and 'Last expected absence' (30-Apr-2020). An 'Add policy' dropdown menu is highlighted with a red box. Below this, there is a table with columns: 'Leave policy', 'Remaining entitlement', 'Start date', 'End date', 'Status', and 'Continuous'. The 'Generate entitlement updates' checkbox is checked.

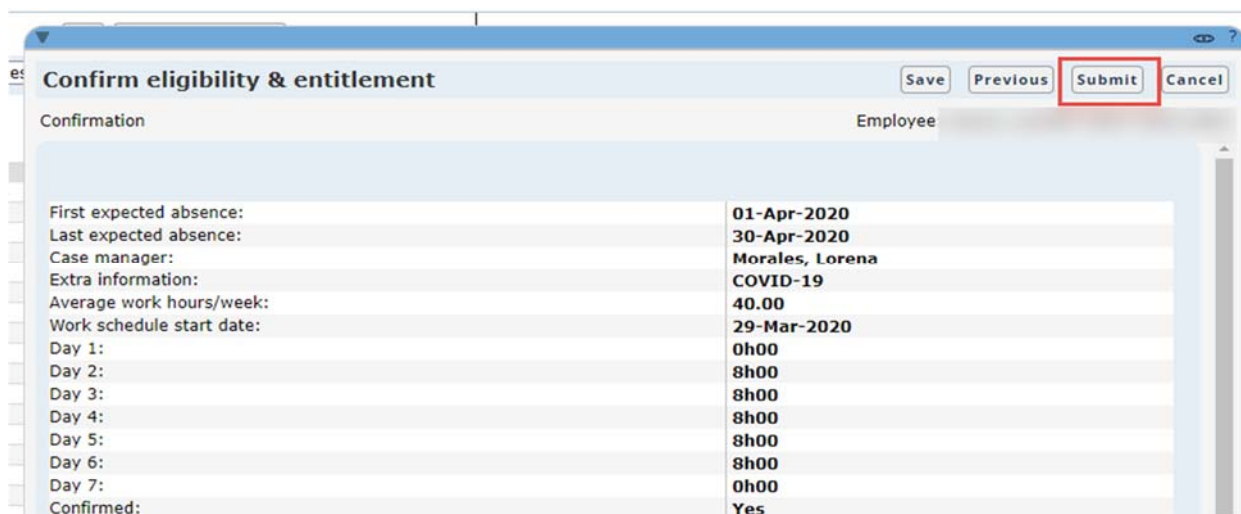
You will only Add 'General Employer Emergency Pandemic Leave' policy

This screenshot shows the 'Add policy' dropdown menu open. The options are: 'Emergency Paid Family and Medical Leave Expansion Act', 'Emergency Paid Sick Leave Act', 'Family and Medical Leave Act', and 'General Employer Emergency Pandemic Leave'. The 'General Employer Emergency Pandemic Leave' option is highlighted with a red box.

The system will auto approve like it does a personal leave.

This screenshot shows the 'General Employer Emergency Pandemic Leave' policy added to the table. The table row is highlighted with a red box. The row contains: 'General Employer Emergency Pandemic Leave', 'Unlimited', '01-Apr-2020', '30-Apr-2020', 'Approved', and a checked checkbox. Below the table, the 'Generate entitlement updates' checkbox is checked.

Go through the entire wizard and submit.



Confirm eligibility & entitlement

Save Previous **Submit** Cancel

Confirmation Employee

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Extra information:	COVID-19
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

You will need to send EE any correspondence that the system generates. Upload any supporting documents supporting the leave case.

Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out.

Any other COVID-19 related leave for Family Member

Request leave.

You will select Public Health Emergency.

The screenshot shows the 'Request leave' form with the title bar and navigation buttons (Next, Cancel). The question 'What is the reason for the leave?' is displayed, along with the employee name 'Employee: Gomez, Michael'. A list of reasons is provided, with 'Public Health Emerger' selected and highlighted by a red box. The other options are: Medical (Serious Health Condition, Treatment, or appointments), Medical - Work Related (Illness or Injury, Treatment, or Appointments), Pregnancy, Bonding/Adoption/Foster care, and Military exigency.

Next you select Biological child for relationship and enter COVID-19 in the Extra Info section.

The screenshot shows the 'Request leave' form with the title bar and navigation buttons (Save, Previous, Next, Cancel). The 'Reason details' section is highlighted with a red box, showing 'Relationship *' as 'Biological child' and 'Name *' as 'Abraham Bravo'. The 'Extra information' section contains 'COVID-19'. Below this, there are checkboxes for 'Military service', 'Victim of violence', and 'Victim of crime', all of which are unchecked. The employee name 'Employee:' is visible in the top right corner.

You enter the date range for leave.

Note: All leaves should have an effective of 04/01/2020 or later.

The screenshot shows the 'Request leave' form with the title bar and navigation buttons (Previous, Next, Cancel). The 'Case information' section is highlighted with a red box, showing the date and time request was received as '01-Apr-2020 12:09 PM' and the first expected date of absence as '01-Apr-2020'. The last expected date of absence is '30-Apr-2020'. The employee name 'Employee:' is visible in the top right corner. The 'Extra information' section contains 'COVID-19' and an 'Insert template' link.

Make sure to check Intermittent leave if they asked for an intermittent leave.

The 'Request leave' form displays the following information:

- Case information**
- Date and time request was received *: 02-Apr-2020 10:47 AM PDT
- First expected date of absence *: 01-Apr-2020
- Last expected date of absence *: 30-Apr-2020
- Intermittent leave: ☒
- Use accrued paid time off: ☐
- Relevant employment profile *: California >> United States ; No ; SEIU Professional ; No ; Human Services Agency ; Community Servi
- Extra information: [Empty text box]

Make sure that Absence Schedule matches the date range.

The 'Absence schedule' form displays the following information:

- Absence Schedule**
- Employee: [Empty text box]
- Last expected date of absence *: 30-Apr-2020
- Anticipated return to work date: 01-May-2020
- System suggested return to work date: 01-May-2020
- Intermittent: ☐
- Effective date: [Empty text box]
- Require a medical release date from a doctor?: ☐
- Require employer authorized return to work date?: ☐
- Require employee confirmation of return to work date?: ☐
- Require date employee actually returned to work?: ☒
- From: 01-Apr-2020
- To: 30-Apr-2020
- Type: Full day
- Duration: [Empty text box]
- Planned absence: ☒

If leave is an intermittent then you should track hours based on schedule. See example below.

The 'Request leave' form displays the following information:

- Absence Schedule**
- Last expected date of absence *: 30-Apr-2020
- Anticipated return to work date: 01-May-2020
- System suggested return to work date: [Empty text box]
- Require a medical release date from a doctor?: ☐
- Require employer authorized return to work date?: ☒
- Require employee confirmation of return to work date?: ☒
- Require date employee actually returned to work?: ☒
- Please enter all your known dates of absence and specify the type of absence. If an absence will be part of a day (Missed time), then enter the absence duration. Enter hours as 4 or 4.15. Enter minutes as 15m.
- From: 01-Apr-2020
- To: 30-Apr-2020
- Type: Missed time
- Duration: 3h
- Planned absence: ☐

Upload any support documentation supporting leave.

The screenshot shows the 'Request leave' form with the 'Inbound documentation' section highlighted by a red box. This section contains fields for 'Active person *' (Morales, Lorena), 'Correspondence date' (03-Apr-2020, 10:53 AM, PDT), 'Correspondence mode' (dropdown), 'Correspondence title', 'Document location', and 'Documentation file' (with a 'Browse ...' button). A note below the fields states: 'Click the 'Browse' button to navigate to where the file has been saved'. Below the red box is a checkbox labeled 'Do you want to sign correspondence?'. At the top right of the form are buttons for 'Previous', 'Next', and 'Cancel'.

Run to the entire wizard and submit.

The screenshot shows the 'Request leave' form at the 'Confirmation page'. The 'Submit' button at the top right is highlighted with a red box. The page contains a confirmation message: 'Please note: You are about to click Submit. When you click Submit, a leave request will be created and submitted for review. Please verify the accuracy of all information entered here, and click the Previous button to make any corrections.' Below this is a table of request details:

Leave reason:	Medical (Serious Health Condition, Treatment, or appointments)
Person with medical condition:	Biological child
Name:	Abraham Bravo
Condition type:	Illness
Military service:	No
Victim of violence:	No
Victim of crime:	No
Date and time request was received:	02-Apr-2020 10:47 AM PDT
First expected date of absence:	01-Apr-2020
Last expected date of	30-Apr-2020

You click on Case number so that the system can direct you back to that particular leave case.

The screenshot shows the 'Request leave' form with the 'Case number' section highlighted by a red box. The section contains the text: 'Request for leave has been recorded. This request will be evaluated under all applicable policies.' Below this, the 'Case number:' is followed by the value 'Leave-5810'. The rest of the form shows the same confirmation details as the previous screenshot. At the top right are 'Print' and 'Close' buttons.

Confirm eligibility & Entitlement like any other leave case by launching WLI.

▼ **Return to work** (None)
▼ **Worker Comp Claim** (None) +

worklist items

Subject	Worklist	Status	Due date	Action
Confirm eligibility & entitlement	Case management	To do	01-Apr-2020	Launch

Click Next.

Confirm eligibility & entitlement Save **Next** Cancel

Review the leave dates being requested Employee: _____

The dates reflected on this screen are the dates that have been requested by the employee.
You may choose to change these dates once you have reviewed the employee's eligibility profile relevant to the original dates requested.
To change the dates, simply navigate back to this screen.

First expected absence 01-Apr-2020
Last expected absence 30-Apr-2020
Case manager * Morales, Lorena

Friendly reminder just like any other leave case. **Do not make any changes to the Work schedule.**

Confirm eligibility & entitlement Save Previous Next Cancel

Work Schedule Employee: Garcia, 5

Work schedule
Suggest Revert
Add day Delete

29-March-2020 Sun	0h00
30-March-2020 Mon	8h00
31-March-2020 Tue	8h00
1-April-2020 Wed	8h00
2-April-2020 Thu	8h00
3-April-2020 Fri	8h00
4-April-2020 Sat	0h00

Hours/week 40.00
☒ Confirmed

Ask if the EE work the same days of the week every week. If yes, go to section 1.
Ask if they have any kind of recurring schedule. If yes, go to section 2.
Ask if they know the average amount of time they are usually scheduled to work every week. If yes, go to section 3.
Go to section 4

1- Create a schedule with 7 days.
Ask how much time is usually scheduled for every day on the schedule and populate the time in the appropriate days.

2- Ask how many days is in their rotation and create a schedule with that many days.
Ask how much time they were scheduled to work for every day on the schedule, and populate that time in the appropriate days. For every day the EE reported no scheduled time, ask if the business was closed for a special reason on that day, and if so how much time they would have been scheduled had the business not been closed. Enter that time in the appropriate days.

3- Create a schedule with 7 days.
Ask if there any days of the week they never get scheduled.
Divide the average amount of time they are usually scheduled to work every week by the number of days they could be scheduled to work. This value will represent their average work hours per scheduled day. Populate the days where they could be scheduled to work with their average work hours per scheduled day.

When you reach Confirm eligibility & entitlement.

The screenshot shows the 'Confirm eligibility & entitlement' form. At the top, there are buttons for 'Save', 'Previous', 'Next', and 'Cancel'. Below the title, there is a 'Summary of qualifications' section with fields for 'First expected absence' (01-Apr-2020) and 'Last expected absence' (30-Apr-2020). An 'Add policy' dropdown menu is highlighted with a red box. Below this, there is a table with columns: 'Leave policy', 'Remaining entitlement', 'Start date', 'End date', 'Status', and 'Continuous'. The 'Generate entitlement updates' checkbox is checked.

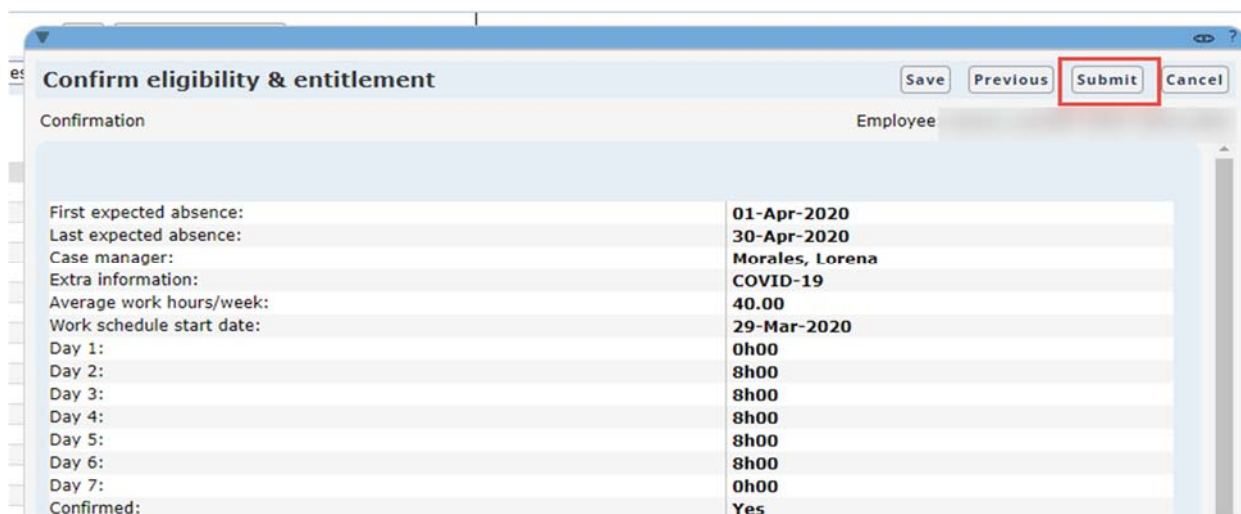
You will need to only Add 'General Employer Emergency Pandemic Leave' policy.

The screenshot shows the 'Confirm eligibility & entitlement' form with the 'Add policy' dropdown menu open. The dropdown menu lists several options: 'Emergency Paid Family and Medical Leave Expansion Act', 'Emergency Paid Sick Leave Act', 'Family and Medical Leave Act', and 'General Employer Emergency Pandemic Leave'. The 'General Employer Emergency Pandemic Leave' option is highlighted with a red box.

The system will auto approve like it does a personal leave.

The screenshot shows the 'Confirm eligibility & entitlement' form with the 'General Employer Emergency Pandemic Leave' policy added to the table. The table row is highlighted with a red box. The row contains the following information: 'General Employer Emergency Pandemic Leave', 'Unlimited', '01-Apr-2020', '30-Apr-2020', 'Approved', and a checkmark in the 'Continuous' column. Below the table, there is a section for 'Eligible: N/A' and 'Conditions met: N/A' with a 'Show' link. The 'Generate entitlement updates' checkbox is checked.

Go through the entire wizard and submit.



Confirm eligibility & entitlement

Save Previous **Submit** Cancel

Confirmation Employee

First expected absence:	01-Apr-2020
Last expected absence:	30-Apr-2020
Case manager:	Morales, Lorena
Extra information:	COVID-19
Average work hours/week:	40.00
Work schedule start date:	29-Mar-2020
Day 1:	0h00
Day 2:	8h00
Day 3:	8h00
Day 4:	8h00
Day 5:	8h00
Day 6:	8h00
Day 7:	0h00
Confirmed:	Yes

You will need to send EE any correspondence that the system generates. Upload any documents supporting the leave case.

Please make sure to follow instructions on how to edit Initial correspondence. Initial correspondence must be sent out

Initial Correspondence

“Launch” Initial Correspondence WLI.

worklist items				
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	<input type="checkbox"/> To do	02-Apr-2020	Launch

Click on Edit.

Correspondence title

Edit

Close

Select action...

Case

Leave - Leave-5815 - 02-Apr-20

Save/Go to

Correspondence date *

02-Apr-2020

12:59 PM

PDT

Has been sent

Person *

Morales, Lorena

Mode *

Status *

To be sent

Regenerate correspondence

Emailed to

Correspondence title *

Initial Correspondence

Uploaded by employee

☐

Scroll down to Entry Point.

Oxnard California 93033

+

+

-

Entry point

Last updated 02-Apr-2020 12:59 PM PDT By Executor, Job

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1. Make sure to type in the following:

“Attached is the Natural disaster Attestation Form if you would like consideration to utilize these hours please complete and submit for review along with your leave of absence paperwork.”

2. Click on Apply.
3. Click on Save.

The screenshot shows a web application window titled "Correspondence title". At the top right, there are three buttons: "Apply" (labeled with a red circle 2), "Save" (labeled with a red circle 3), and "Cancel". Below the title bar is a "Select action..." dropdown menu. The main content area is a large white rectangle with a dark border. Inside this area, there is a blurred image placeholder and the text "Oxnard California 93033". On the right side of this area, there are three circular buttons with icons: a zoom-in icon, a plus sign, and a minus sign. At the bottom left of the main content area, there is a red circle labeled "1". Below the main content area is a light blue bar labeled "Entry point". Below this bar is a text input field containing the text: "Attached is the Natural disaster Attestation Form if you would like consideration to utilize these hours please complete and submit for review along with your leave of absence paperwork." At the very bottom of the window, there is a small red line of text: "Last updated: 07-Apr-2020 12:50 PM DNT Bu Executive Ink".

You will then send the correspondence to EE.

- 1. Print or download correspondence.
- 2. Save/go to.

Worklist

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itation

Correspondence title

Apply Save Cancel

Select action...

2

Save/Go to

Case

Leave - Leave-5815 - 02-Apr-20

Correspondence date

02-Apr-2020

12:59 PM

PDT

Person

Morales, Lorena

Mode

Status

To be sent

Emailed to

Correspondence title

Initial Correspondence

Uploaded by employee

Document location

Additional details

View document in new window

1

secureView

2 / 8

855 Partridge Drive

April 02, 2020

You will then launch the correspondence again.

worklist items				
Subject	Worklist	Status	Due date	Action
Print and send: Initial Correspondence	Print and send	To do	02-Apr-2020	Launch

Make sure to mark Correspondence as 'Has been sent'.

The screenshot shows a web application window titled 'Correspondence title'. At the top right are 'Edit' and 'Close' buttons. Below the title bar is a 'Select action...' dropdown menu. The main form area contains several input fields and buttons. The 'Case' field is 'Leave - Leave-5815 - 02-Apr-20'. The 'Correspondence date' is '02-Apr-2020' at '12:59 PM' in 'PDT'. The 'Person' is 'Morales, Lorena'. The 'Mode' is empty. The 'Status' is 'To be sent'. The 'Emailed to' field is empty. The 'Correspondence title' is 'Initial Correspondence'. The 'Uploaded by employee' checkbox is unchecked. On the right side of the form, there are two buttons: 'Save/Go to' and 'Has been sent'. The 'Has been sent' button is highlighted with a red rectangle. Below these fields is a 'Regenerate correspondence' button. At the bottom, there is a 'Document location' field and an 'Additional details' section.

Case	Leave - Leave-5815 - 02-Apr-20	Save/Go to
Correspondence date *	02-Apr-2020 12:59 PM PDT	Has been sent
Person *	Morales, Lorena	Regenerate correspondence
Mode *		
Status *	To be sent	
Emailed to		
Correspondence title *	Initial Correspondence	
Uploaded by employee	<input type="checkbox"/>	
Document location		
Additional details		

Click on Save/Go to in order to return to the leave case.

The screenshot shows the same 'Correspondence title' form, but with updated values. The 'Case' field remains 'Leave - Leave-5815 - 02-Apr-20'. The 'Correspondence date' is now '03-Apr-2020' at '8:57 AM' in 'PDT'. The 'Person' is 'Morales, Lorena'. The 'Mode' is 'Mailed'. The 'Status' is 'Sent'. The 'Emailed to' field is empty. The 'Correspondence title' is 'Initial Correspondence'. The 'Uploaded by employee' checkbox is unchecked. On the right side of the form, there are two buttons: 'Save/Go to' and 'Update'. The 'Save/Go to' button is highlighted with a red rectangle. Below these fields is a 'Document location' field and an 'Additional details' section.

Case	Leave - Leave-5815 - 02-Apr-20	Save/Go to
Correspondence date *	03-Apr-2020 8:57 AM PDT	Update
Person *	Morales, Lorena	
Mode *	Mailed	
Status *	Sent	
Emailed to		
Correspondence title *	Initial Correspondence	
Uploaded by employee	<input type="checkbox"/>	
Document location		
Additional details		