



**PUBLIC HEALTH  
EMERGENCY  
LEAVES**

PRESAGIA UPDATE AUGUST 2020

# PUBLIC HEALTH EMERGENCY LEAVES: SCHOOL/DAYCARE CLOSURES

- Documents pertaining to the need for leave will need to be certified for example closure of school/daycare, notice of distance learning from school, no hand written statements from EEs
- In the certification process we will create a generic naming convention:
  - Before/after school care
  - Infant/toddler day care
  - Preschool
  - Grade K-5
  - Grade 6-8
  - Grade 9-12
- EE's may have multiple children we will capture all children in one leave
  - For example: EE only has daycare for infant MWF and has a grade K-5 age child to assist with distance learning for 4 hours a day and will be requesting an INT LOA. We will select the option for the child that is requiring the most time away from work (in the certification portion). For this example it will be the grade K-5 child requiring time away 4 hours a day. However, in the INT description for absences it will be full days T,TH and 4 hours MWF.

# EXAMPLE:

## WHEN SELECTING PUBLIC HEALTH EMERGENCY LEAVE FOR SCHOOL/DAY CARE PROVIDER CLOSURES:

1

**Request leave** Previous N

Reason details Employee:

Relationship \* Biological child

Name \* Joe Good

Extra information  
(Any information pertaining to leave i.e multiple children)

Military service

Victim of violence

Victim of crime

2

**Request leave** Previous

Case information Employ

Date and time request was received \* 05-Aug-2020 1:39 PM PDT

First expected date of absence \* 05-Aug-2020

Last expected date of absence \* 12-Aug-2020

Intermittent leave  **Check if Applicable**

Use accrued paid time off

Relevant employment profile \* California >> United States ; No ; SEIU Maintenance & Labor-GR ; No ; General Services Agency ; Flee

Extra information [Insert template](#)  
(Any information pertaining to leave i.e multiple children)

3

Continue to complete Request Leave and Confirm Eligibility and Entitlement wizards as applicable

4

Initial Correspondence will now read:

The enclosed Generic COVID19 Leave Request Form, fully completed. This document must be returned by August 20, 2020.

\*Instead of generating the Presagia Leave Request form it will now generate our COV LOA Request form. We are aware this form may have already been received which is OK we do not need to duplicate. This will give us the WLI to certify COVID Related Documents also if an EE is requesting an INT LOA they can list the desired schedule on the COV LOA Request form and users can upload **both** COV LOA Request form and supporting COVID documents (both forms can be in one upload when certifying)

5

Certifying COVID related documents for school/daycare closures ex: school distance learning notice, school/district closure notice,

**worklist items**

Subject	Worklist	Status	Due date	Action
<a href="#">Review Generic COVID19 Leave Request Form</a>	Case management	<input type="checkbox"/> To do	20-Aug-2020	<a href="#">Launch</a>

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**Review certification**

Select documentation Employee:

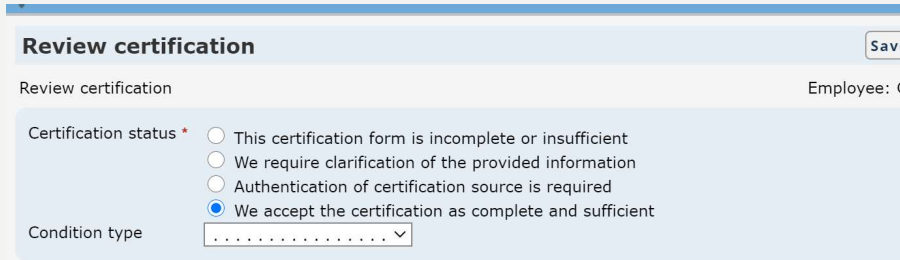
Correspondence(s)  
Supporting document      Generic COVID19 Leave Request Form

Document to upload     

Are you missing a document?

- **Certifying Authority:** Select Generic Certifying Authority as applicable
- **Signature date:** Date leave will start/started i.e. school start date
- **Certification date:** Date leave will start/started i.e. school start date
- **Certification end date:** End of leave ***\*Keep in mind when approving for long term for ex: whole school. We can re-evaluate at any time this date should reflect the re-evaluation date.***
- **Most recent documentation date:** Date leave will start/started

## Accept supporting documents if applicable:



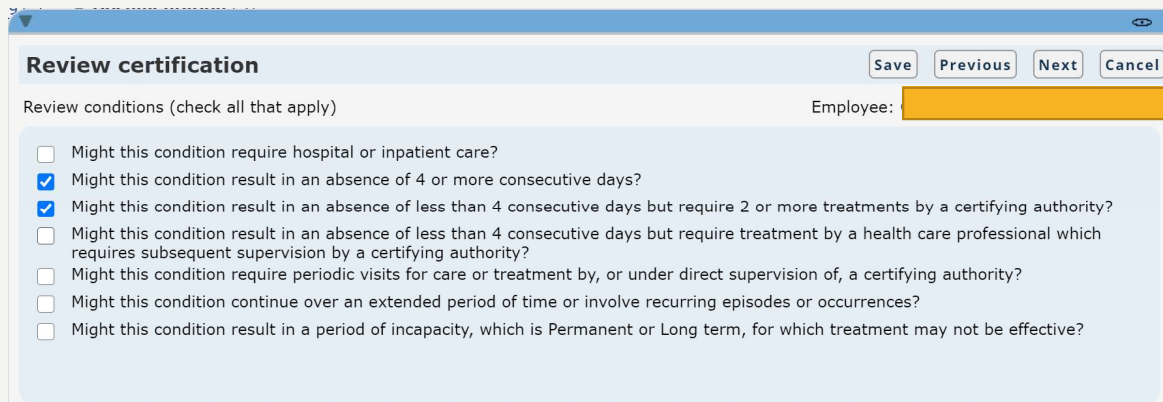
**Review certification** Save

Review certification Employee: C

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

## Select the 2<sup>nd</sup> box if out completely or 3<sup>rd</sup> box if out intermittently



**Review certification** Save Previous Next Cancel

Review conditions (check all that apply) Employee: [redacted]

- 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?

Select yes if applicable

The screenshot shows a web interface for reviewing certification. At the top, there is a blue header bar. Below it, the title 'Review certification' is displayed in a light blue box, with a 'Save' button to its right. Underneath, the text 'Capture policy coverage' is on the left and 'Employee: (C' is on the right. A table-like structure contains two columns: 'Leave policy' and 'Supports leave request'. The first row shows 'General Employer Emergency Pandemic Leave' under the first column and a dropdown menu with 'Yes' selected under the second column. An information icon is visible to the right of the dropdown.

- Continue through approval of the certification process once completed case will be changed from a pending status to an approved
- When applying FMLA a WLI named “EFMLEA Employer Verification Form” will appear, you can simply apply the same upload as you did for COVID to approve this it will not require the full certification process.

The screenshot shows a 'Review documentation' form. It has a section titled 'Select documentation' with a list of items: 'Correspondence(s)', 'Supporting document', 'Document to upload', and 'Are you missing a document?'. The 'Supporting document' dropdown is open, showing a list of items including 'Upload - Presagia E...' and 'EFMLEA Employer Verific... Form'. A large yellow arrow points from the right towards this dropdown. Below the dropdown, there is a 'Correspondences' section with an 'Upload - Presagia' button.

**\*\*That is the same COVID supporting documents previously uploaded select as supporting documents for EFMLEA as well**



These will be the only questions following selecting the upload:

**Review documentation**  
Review documentation

Documentation status \*  This documentation form is incomplete  
 We accept the documentation as complete and sufficient

**Review documentation**  
Most recent documentation date

Most recent documentation date \* 05-Aug-2020

← Leave Start Date

\*\*Language on correspondence will no longer state a health care provider needs to complete the forms  
\*\*You may get two COV of LOA Request forms in Initial Correspondence that is because you are applying two policies we are still working on correcting this issue.

Thank you all for your patience while we make customizations in Presagia to best fit our needs to capture all important information for reporting as it relates to Public Health Emergency Leaves school/daycare closures.