

Recertification Process for 2021

A review of Presagia and Leave workflow management

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The County has elected the calendar year method. Under this method, a new 12-week leave entitlement begins on January 1st of each year. The recertification process will confirm entitlements for those employees who previously were not eligible for FMLA/CFRA in 2020.

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DMD will provide weekly reporting tools

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01

Using the Report

Recertification Audit Report

Example

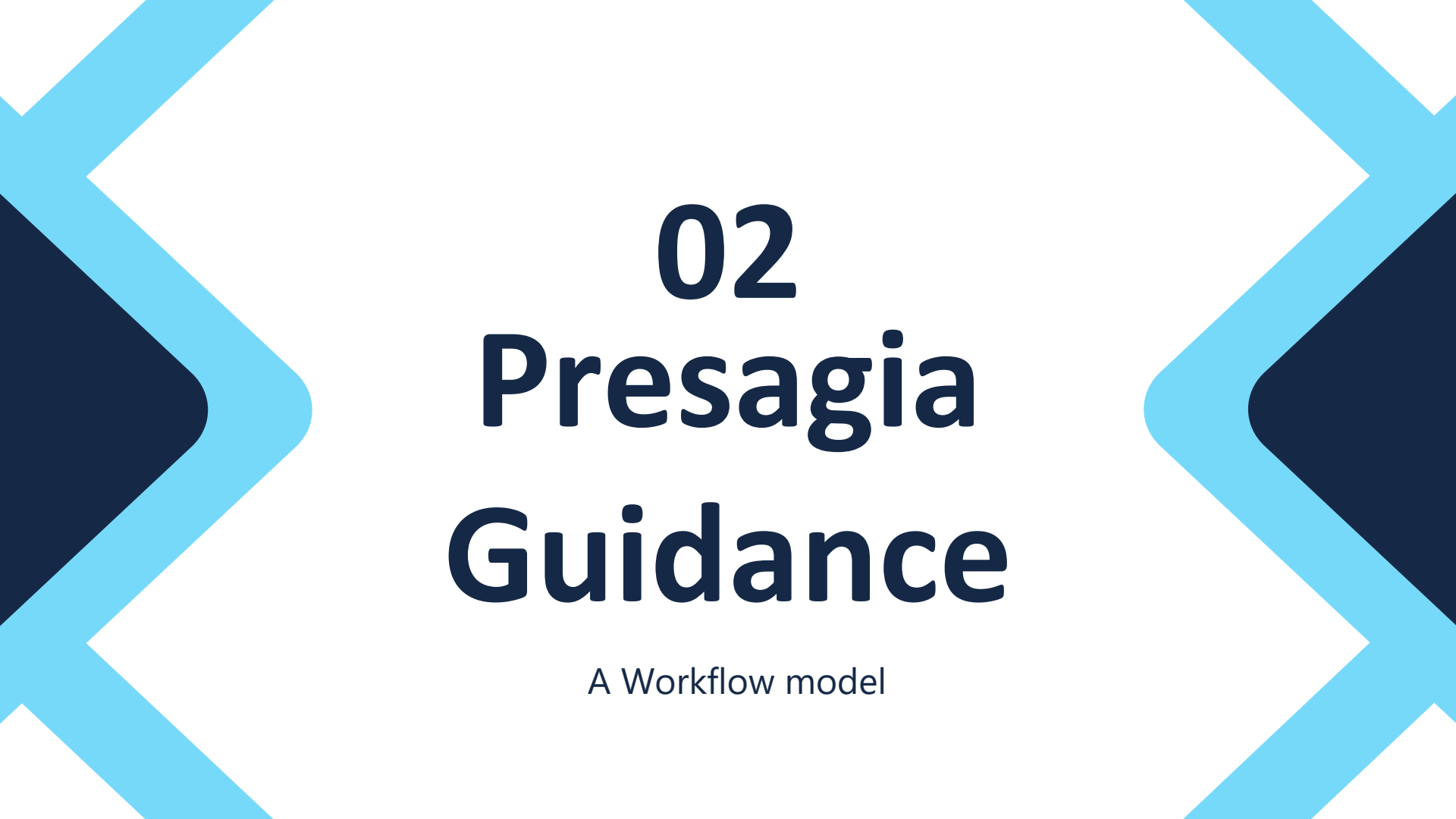
Employee Name	Case number	Leave status	First start date	Last absence date	Leave end date	Return to work date	RTW status	Current total hours paid
Fisher, Carrie	Leave-XX43	Approved	25-Mar-20	23-Nov-20	31-Dec-20	7-Dec-20	Unconfirmed	985.5
Hamill, Mark	Leave-XX96	Approved	14-Mar-20	16-Oct-20	31-Dec-20	19-Oct-20	Confirmed	1665.5



Filter - Leave End
Sort "Newest to Oldest"

Review - Current total hours
If less than 1250 additional attention required

Pending Status
Cases scheduled to extend into 2021 will require adding a new case



02 Presagia Guidance

A Workflow model

Strategy Outline



Step 1

Confirm Extension

This step follows the usual extension method



Modify Absence Schedule

- Add Row to 12/31
- Remove Anticipated return to work date

**Case will
Change to
Pending**

Launch Medical Certification Wizard

- Upload Medical Cert
- Complete Wizard and Submit

Launch Update Leave Status

- Double Check Dates
- Complete Wizard and Submit

**Case will
Change to
Approved**



Step 2

Create New Case

Preparing cases for 2021 recertification

Request a New Leave

- Leave start date 01/01
- Leave end date coincide with previous case

Complete the “Confirm eligibility & entitlement” Wizard

- Add Policy if applicable

New Case

- Leave Case in Pending Status

In order to simplify this process, you will NOT be required to upload a new Leave of Absence Request Form for the recertification

Request leave

Upload documentation to support this request

Active person *	Alaniz, Jes	+
Correspondence date	02-Dec-2020	7:56 AM PST
Correspondence mode	Upload	▼
Correspondence title	Request Form	
Document location	Uploaded	
Attach file to upload		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?



Step 3

Case Pending Status

Leave Status: Pending

Date of request: Dec 02, 2020

Relationship: Self

Case owner: Alaniz, Jes

Category: Continuous

Start date: January 01, 2021

End date: January 17, 2021

Use paid time off: false

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

Return to work date: Jan 18, 2021

RTW Status: Unconfirmed

Condition is result of military service: false

worklist items

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

You may cancel the Initial Correspondence Notice if applicable



Closing 2020 Cases

Step 4



Final Entitlement Timeline

The case may not be closed if there is an ongoing absence schedule without absences. We may have to wait until the next absence import, or if absences are auto-created, then after the absence creation lag period has passed (by default, this is configured to 7 days)



Closing a Case

Typically, to close a case you need:

- An open and approved (not pending) leave case
- No pending or incomplete worklist items



Reports

DMD will send Pending Closure reports to track cases



Process 2021 Cases

Step 5



Certification

You may use existing medical certification(s) to determine eligibility for 2021.

You may use ADA medical certifications to determine FMLA and/or CFRA entitlements

For those who do not qualify for FMLA/CFRA, you will need to consider other available entitlements



2021 Entitlement

It takes 7 days for the system to create absences so the letters will only reflect the correct required entitlement for the leave as of **Jan 8th**



Case Determination

Provide each employee with an updated Leave Determination Notice



03 Pregnancy Leaves

Presagia Guidance

Pregnancy Leaves

The California Pregnancy Disability Leave policy is 4 months per case (not per year), so the 4 months of entitlement **should not** reset on 1/1. When creating the new case, the case manager will need to modify the end date of the CA PDL policy to the date that they are expected to exhaust.



Calculate the 4 months of PDL by taking the first day absent and adding 4 months



Document the date. Adjust the CA PDL end date as supported by certification



We must update CA PDL entitlement accordingly as it can affect benefits.

Pregnancy Leaves

Pregnancy leaves that may continue into the new calendar year due to ADA/FEHA

Provided the employee has not returned to work, the CFRA bonding period of (12) weeks can be taken after the ADA/FEHA accommodation leave has ended.

This applies to the same calendar year or into the following calendar year, if applicable and assuming the employee qualified for PDL/FMLA at the beginning of their leave.





04

Benefits and VCHRP

PAF and EPCN continuance

Personnel Action Forms (PAF)

PAFs for the leaves that are simply being closed and reopened on 1/1/21 for FMLA/CFRA recertification purposes **will not be required**.

Department reps will key their extensions in VCHRP, using the new Action/Reason combo EXT/EXT.

Please follow the green/red light entry deadlines and take into consideration any holidays that could affect these days.



Employee Premium Continuation Notice (EPCN)

You should provide the employee with an updated EPCN based on their selections for 2021. You can obtain this information from VCHRP VC LOA Tracking.

Please note - 2021 health plan premiums take effect in pay period 20-27 with a 12/13/20 first payment due date

Intermittent Leaves

For intermittent leaves that are being extended into the new calendar year, please close the leave with an action reason code of (RFL - RFL) Return From Leave in VCHRP with a 01/01/21 effective date, followed by a new action reason code of (PLA – INT) for Self or (PLA – INF) for Family with a 01/01/21 effective date and a sequence 1.



New plan(s) elections during Open Enrollment (OE)

If the employee is newly enrolled in any plan, the employee should be billed for said plan, unless they would be eligible for the flex credit allowance as a result of the recertification process. *This plan should be billed on the EPCN.*



Existing plan(s) that have lapsed during the LOA

If the employee allows a plan to lapse, it remains lapsed until the employee returns to work and payroll deductions resume. *This plan should not be billed on the EPCN.*



Thank You