



Webinar: FMLA

Guest Speakers: Terri Armstrong, Director of University Benefits, and Cleo Rucker, Senior Employee Relations Advisor

WEBINAR SUMMARY

Types of Leave

Scope: Does not include faculty population



For more information about specific policy/leave information please visit the [HR website](#).

FMLA Process Review (Current and Future Process)



1. FMLA Request & Eligibility Determination

- Request submitted in Oracle Cloud system

2. Complete Medical Certification

- Medical certification form submitted to healthcare provider, who submits to Human Resources within 15 calendar days

3. Decision: FMLA Approval or Denial

- HR Central enters medical certification dates and details into Oracle Cloud system
- Notification will be sent to Employee, HCM specialist and line manager through the Oracle Cloud system

4. While on FMLA

- Employee or HCM specialist will enter two or three absence records into the Oracle Cloud system:
 - Concurrent reporting of FMLA (job protection)
 - Regular hours (pay) and/or
 - PTO (pay)
- Real-time balances will be available for managers and HCM specialists in the Oracle Cloud system
- Change: FMLA accrual will no longer roll to the month, but will roll to the day.

5. Returning from FMLA

- Return To Work (RTW) Paperwork:
 - Employee submits to line manager in the Oracle Cloud system
 - Line manager reviews/approves and forwards to HR Central in Oracle Cloud system
- Employee resumes entering time worked into the system
- Where a continuous FMLA case has the employee moved to inactive status (ex. short term disability), HCM specialist will be required to move them back to the active status before they can enter their time into the system

Paid Leaves

- Follows new SkyVU process as previewed in May 31st webinar & June 7th Flight Check-In
- Non-Exempt:
 - Uses “Time & Labor” functionality in Oracle Cloud system, just like PTO
 - Absence Type: parental, bereavement, jury, etc.
- Exempt:
 - Uses “Maintain Absence Records” functionality in Oracle Cloud system, just like PTO
 - Absence Type: parental, bereavement, jury, etc.

ACTION ITEMS

- Missed the Change Network Forum & Brunch on July 26th? Watch the recording [here!](#)
- Share this [webinar link](#) with your colleagues.

Our **next webinar** is August 23 at 10 a.m.