

## Roles and Responsibilities for the Non-Occupational Disability, Paid Family Leave and Family Medical Leave Act (FMLA) Process

Role	Responsibility When going Out on a Leave	Responsibility When Returning From a Leave	Contacts	Notes
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Contact supervisor about going out on a leave if planned, or as soon as possible if unplanned injury or illness</li> <li>• Contact Benefits for information pertaining to the leaves below: Medical Disability Pregnancy Disability Partial Disability Paternity Leave Baby Bonding Family Medical Leave Act (FMLA) California Family Rights Act (CFRA)</li> <li>• Responsible to read and understand the Your Guide To Time Away From Work (<a href="https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf">https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf</a> )</li> <li>• Assures accuracy of information being given to Benefits assisting with leave and that the information is provided in a timely manner to avoid impacts to pay and leave balances.</li> <li>• If applying for Hartford, Supplemental Disability Insurance, contacts Hartford.</li> <li>• If applying for state disability contacts State of California for state disability information. Fills out forms associated with the</li> </ul>	<ul style="list-style-type: none"> <li>• Informs the supervisor and Benefits as to the expected return to work date</li> <li>• Schedules return to work appointment with Health Services if absence is 5 or more consecutive days; sees clinician in Health Services Department (HSD); brings doctor’s release and work status recommendations if there are work restrictions, otherwise doctor’s release is not required</li> <li>• Checks in with Benefits to submit the return from leave PAS Action</li> <li>• Checks in with supervisor after released from Health Services</li> <li>• Works with his/her supervisor and the PAD/AD Return to Work (RTW) Liaison to facilitate transition back to work. See guidelines on Health Services web site, <a href="https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf">https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf</a> or contact Health Services at 925-423-0591</li> <li>• Approves any outstanding attestations in LITE</li> <li>• Reviews Disability and Leave Check List for restarting payroll deductions that may need a manual start up. Review Your Guide To Time Away From Work (<a href="https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf">https://benefits.llnl.gov/content/assets/docs/Employee-Leave-Guide.pdf</a> ) for</li> </ul>	Supervisor PAD/AD Return to Work Liaison Benefits (2-9955) Non-Occupational appointments (2-7462) Health Services (4-4499) Timekeeper Payroll (4-4444)	Use of Supplemental Disability Insurance – <ul style="list-style-type: none"> <li>• If an employee has enrolled in and elected to use their Hartford Supplemental Insurance while on a Disability, once they have met their waiting period with Hartford, they are no longer on a <i>paid</i> status with LLNS.</li> <li>• An employee can have a 7, 30, 90 or 180 day waiting period with Hartford.</li> <li>• The employee can elect to supplement their State Disability Insurance benefit with their sick and/or vacation accruals. Employees can also supplement during their Hartford waiting period. See SHRM Benefits Paid Leave Guidelines at, <a href="https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf">https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf</a></li> </ul> <p>If an employee is on a leave that does not require any pay from LLNL, employees will be billed for their benefits. Benefits billed can include:</p> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Dental</li> <li>• Vision</li> </ul>

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	<ul style="list-style-type: none"> <li>request for disability assistance</li> <li>Should continue contact with their supervisor while out on leave</li> </ul>	<p>more information.</p>		<ul style="list-style-type: none"> <li>Accidental Death and Dismemberment</li> <li>Dependent Life</li> <li>Legal</li> </ul>
<b>Payroll Supervisor</b>	<ul style="list-style-type: none"> <li>Has knowledge that the employee is on a leave</li> <li>Contacts the Department Administrator and the Return to Work Liaison (RTW) with employee information</li> <li>Keeps up to date on what type of leave the employee is on; Disability, Family Medical Leave Act (FMLA), Leave Without Pay (LWOP), etc...</li> <li>Understands rules/policies related to protected leave. Review the Extended Leaves of Absences – Guidelines for Managers and Supervisors, <a href="https://training-hr-int.llnl.gov/PS7027/story_html5.html">https://training-hr-int.llnl.gov/PS7027/story_html5.html</a></li> <li>Stays in contact with employees while they are out on leave to check status of when they plan to return to work</li> <li>Contacts Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) coordinator in Benefits if leave is for more than three calendar days</li> <li>Should an employee be out for 5</li> </ul>	<ul style="list-style-type: none"> <li>Assures that the employee visits Health Services before coming in to the office if absent for more than five days for illness or injury requiring hospitalization or surgery; or if there are work restrictions</li> <li>Works with the Return to Work Liaison when the employee is released to work, with or without restrictions</li> <li>Works with the employee and others managers and supervisors, with the assistance of the Return to Work Liaison, Health Services, and Staff Relations, as necessary, to assess any needed work accommodations</li> <li>Works with the Disability Management Team to resolve concerns pertaining to accommodating employees' work restrictions</li> <li>Contacts Benefits to update PAS Action that the employee has returned and ensures employee is returned at correct percentage of time</li> </ul>	<p>Employee PAS Initiator PAD/AD Return to Work Liaison Benefits (2-9955) Non-Occupational appointments (2-7462) Health Services (4-4499) Staff Relations (2-9501)</p>	<p>Should an employee have an unplanned disability, the supervisor should contact Benefits to let them know the person is out. Benefits can then contact the employee or emergency contact to give them information on disability and benefits and send the guide and the required FMLA/CFRA notices to the home with contact information. Should this be a Workers' Compensation issue the supervisor should contact Health Services in addition to contacting Benefits.</p> <p>+ Leave of Absence/Leave Without Pay (LWOP) Approval</p> <ul style="list-style-type: none"> <li>Department heads/division leaders may approve or deny leave without pay for up to five working days</li> <li>The SHRM AD may approve all unpaid leaves over five days and up to twelve months, with the written recommendation of the department head/division leader. The written recommendation shall address</li> </ul>

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	<p>days or more on Leave Without Pay (LWOP) the supervisor needs to request approval for Leave Without Pay+</p> <ul style="list-style-type: none"> <li>• Ensures timecards are appropriately filled out and approved</li> </ul>			<p>items a. through e. listed in <a href="https://pppm-int.llnl.gov/g_benefits.htm#g_top">https://pppm-int.llnl.gov/g_benefits.htm#g_top</a> - Section VIII.3 – Personal Leave Without Pay</p> <ul style="list-style-type: none"> <li>• The Director may approve leaves without pay for more than twelve months, up to a maximum of three (3) years, in special circumstances.</li> </ul>
<b>PAS Initiator</b>	<ul style="list-style-type: none"> <li>• Keeps in contact with supervisor and may need to contact Benefits for any updates on the return to work status</li> </ul>	<ul style="list-style-type: none"> <li>• Notifies Benefits if employee returns to work without contacting Benefits</li> </ul>	<p>Supervisor LAPIS Help Desk (2-2444) Payroll (4-4444) Benefits (2-9955)</p>	
<b>Timekeeper</b>	<ul style="list-style-type: none"> <li>• Receives FYI Leave notification from Benefits. Ensures no time is reported on timecard from effective date of PAS until Return from Leave PAS is processed.</li> <li>• Communicates regularly with employee and/or supervisor on how timecards should be filled out. Communicates regularly with supervisor as to any changes in return to work status</li> </ul>	<ul style="list-style-type: none"> <li>• Assists with corrected timecards</li> <li>• Communicates with employee about clearing attestations</li> </ul>	<p>Employee Supervisor PAS Initiator Payroll (4-4444)</p>	
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Provides guidance and information to employees pertaining to the leaves below: Medical Disability Pregnancy Disability Partial Disability</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all benefit elections are restored</li> <li>• Coordinates with Payroll on any one-time benefit deductions that may need to be taken</li> <li>• Processes Return from Leave PAS</li> </ul>	<p>Employee Supervisor PAS Initiator Payroll (4-4444)</p>	

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	<p>Paternity Leave Baby Bonding Family Medical Leave Act (FMLA) California Family Rights Act (CFRA)</p> <ul style="list-style-type: none"> <li>• Provides Disability and other Leave information to employees and answers questions about materials. If employee is not able to meet with Benefits, sends materials out to employees via USPS mail</li> <li>• Processes Paid and Unpaid Leave of Absence PAS Actions for Employee Disability and Family Care Using the Leave Request Form, collects benefit information from the employee on type of leave and additional coverage. Promptly provides the information to Payroll on the Leave Request Form to avoid impacts to employee pay and leave balances</li> <li>• Determines eligibility for FMLA/CFRA</li> <li>• Provides or mails legally required FMLA/CFRA notices to the employee</li> <li>• Provides FMLA/CFRA email notification to supervisor, department administrator and</li> </ul>	<p>Actions for Employee Disability and Family Care statuses</p>		

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	<p>Payroll</p> <ul style="list-style-type: none"> <li>• Notifies employee of approval/denial of FMLA/CFRA</li> <li>• Provides updates on the Leave Request Form to Payroll</li> <li>• Retains doctor certification and other documentation from employees once validated for FMLA/CFRA</li> <li>• Tracks FMLA leave time</li> <li>• Enters cancellation notices for employee benefits in the Benefits Panel (information comes from Payroll)</li> <li>• Sends Hartford form completed by Payroll for wage and job information to Hartford</li> </ul>			
<b>Health Services</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and releases employees returning to work after surgery, hospitalization, or missing 5 or more workdays due to personal injury or illness.</li> <li>• Notifies PAD/AD Return to Work Liaison and supervisor of any work restrictions</li> </ul>	<p>Employee Supervisor            PAD/AD Return to Work Liaison            Payroll (4-4444)            Non-Occupational appointments (4-7642)            RTW Program Coordinator, Gene Dent, (3-0591)            Health Services, all other matters (2-7459)</p>	
<b>Return to Work Liaison (RTW)</b>	<ul style="list-style-type: none"> <li>• Identifies and tracks employees in their organization who are not working or who have work restrictions because of non-work-related illness or injury</li> </ul>	<ul style="list-style-type: none"> <li>• Assists supervisors with employees returning to work</li> <li>• Closes out LEAP record with return to work date (could be an Administrator for this task)</li> </ul>	<p>Supervisor            Employee            Non-Occupational appointments (4-7642)            RTW Program Coordinator, Gene</p>	<ul style="list-style-type: none"> <li>• Works closely with supervisor to ensure appropriate tracking in LEAP (could be an Administrator for this task)</li> </ul>

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	<ul style="list-style-type: none"> <li>Creates leave record in LEAP if out for longer than 30 days (could be an Administrator for this task)</li> <li>Contacts supervisor about clearance extension for employees, prior to being out for 90 days (could be an Administrator for this task)</li> </ul>	<ul style="list-style-type: none"> <li>Assists in work accommodations for employees with restrictions. This includes preparing communication to employees about accommodations. See guideline on the Health Services web site, <a href="https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf">https://policiesprocedures.llnl.gov/portal/page/portal/MYLLNL/ITEMS/DOCUMENTS/BOOKSHELF/RID-0418.pdf</a> or contact Health Services at 925-423-0591</li> <li>Notifies Supervisor, Health Services, Payroll and Staff Relations if an employee cannot be accommodated.</li> </ul>	Dent, (3-0591) Health Services, all other matters (2-7459) Staff Relations (2-9501)	
<b>Staff Relations</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Provides RTW Liaisons and members of the Disability Management Team advice regarding accommodation</li> <li>Assures that the Disability Management Team, RTW Liaisons, and directorates manage accommodations in accordance with policy and procedures</li> <li>Assist the directorates in reaching final decisions concerning accommodations, taking into consideration the recommendations of the Disability Management Team.</li> <li>Approves non-accommodations if an employee's medical restrictions cannot be accommodated</li> </ul>	Return to Work Liaison (RTW) Disability Management Team	
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Receives Leave Request Form from Benefits on employees going out on disability</li> </ul>	<ul style="list-style-type: none"> <li>Receives PAS Action that employee has returned from leave</li> <li>Makes final adjustments to employee</li> </ul>	Employees Benefits (2-9955) PAS Initiator	Use of Supplemental Disability Insurance – <ul style="list-style-type: none"> <li>If an employee has enrolled</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responds promptly to requests for employment data from carriers when employees apply for Hartford Insurance and/or State Disability</li> <li>• Completes State Disability (EDD) Benefit Audit Forms and sends to the State^</li> <li>• Completes the Hartford wage and job information form and returns to Benefits</li> <li>• Creates a work file for each employee to track supplementing with sick leave and/or vacation when the employee is receiving State Disability</li> <li>• Enters appropriate hours based on information received from Benefits</li> <li>• Creates paychecks for employees still on pay status</li> <li>• Bills employees for benefits who are on Leave Without Pay</li> <li>• Reviews any employee out on Leave Without Pay to ensure that overpayments have not been made and benefits are billed or cancelled</li> <li>• Sends cancellation notice for benefit coverage to Benefits for non-payment</li> </ul>	<p>pay and leave balances if needed</p> <ul style="list-style-type: none"> <li>• Regenerates timecards if needed</li> <li>• Ends benefits billing if applicable and collects any final cost from the first paycheck</li> </ul>	<p>Non-Occupational appointments (4-7642)  RTW Program Coordinator, Gene Dent, (3-0591)  Health Services, all other matters (2-7459)</p>	<p>in and elected to use their Hartford Supplemental Insurance while on Disability, once they have met their waiting period with Hartford, they are no longer on a <i>paid</i> status with LLNS.</p> <ul style="list-style-type: none"> <li>• An employee can have a 7, 30, 90 or 180 day waiting period with Hartford.</li> <li>• The employee can elect to supplement their State Disability Insurance benefit with their sick and/or vacation accruals during their Hartford waiting period. See SHRM Benefits Paid Leave Guidelines at <a href="https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf">https://benefits.llnl.gov/content/assets/docs/paid-leave-guidelines.pdf</a></li> </ul> <p>^ Payroll completes State Disability (EDD) Benefit Audit Forms for employees receiving Disability or Paid Family Leave Benefits from the Employment Development Department (EDD)</p>