

**Business Manager Training
Leave Talking Points
April 2025**

Eforms

- All leave is processed thru eforms with the exception of the Application to Receive Donated Leave
 - Eform Attachments - med certs, FMLA Designation notices, EAFs for LWOP that needs to be docked by Payroll, and any other required documentation should be attached to the actual leave eform to provide a clean audit trail.
 - Eform Notes - add notes/comments on the leave eform to document information that confirms leave is being used according to leave policy. Example: date first 8 PLSI requirement was met is using MMED, pay cycle that LWOP will be docked, etc.
- Leave with "special leave codes" (FMLA, LWOP, MILT, USED, etc.) is to be routed to the HRM Leave Entry Group to Handle AFTER receiving departmental approvals.
- The HR Leave Specialist is only able to see leave eforms with special leave codes. Not able to see eforms with regular PERS, MMED, and MMD9 leave codes.

Death in Family

- Leave Code = MMDF (pulls from MMED leave so the employee must have medical leave available to use this code).
- MMDF can be used for death in immediate family
- MMDF = up to 3 days; does not have to be consecutive; first 8 PLSI is not required

FMLA

- Department is responsible for providing employee the FMLA Eligibilities, Rights and Responsibilities form as soon as they become aware of situation that could be eligible for FMLA coverage. This **MUST** be done **within 5 business days** of learning of situation according to Federal policy.
- If the employee is not at work, send FMLA paperwork thru Certified Mail.
- Follow FMLA process on handout

Leave Without Pay

- LWOP needs to be processed timely. If an employee is running short on leave and is out of the office, the Business Manager can enter leave via proxy eform to make sure the leave is processed correctly and timely.
- Reminder: leave accruals received at the end of each month, are only available to be used the following month or later. At the beginning of each month, the employee should always have at least the former month's accruals unless leave accruals have been adjusted due to a large amount of LWOP the prior month.

- Holidays = employees must be in a paid status the day before AND the day after the holiday to receive pay for the holiday. Otherwise, LWOP leave should be processed and pay docked.

Leave Reconciliation

- Must be performed timely (monthly).
- Banner Reports for Leave Reconciliation:
 - PWRLVTL (Employee Leave Totals by Org)
 - PWRLVEF (Banner/Eform Leave Reconciliation)
 - PWRLVNF (Eforms Not Finalized)
- At the beginning of each month, all employees (except possibly new hires and employees with a lot of LWOP in prior month) should have at least their leave accruals from the prior month in their leave balance. If not, there is a mistake in the leave.
- Leave Reconciliation should be signed by employee performing the reconciliation and then by Dept Head/Administrator as review.