



# Supervisor Notification Training

This presentation will provide you with information on the different types of Notifications you will receive from LeavePro as a Supervisor or Human Resources Manager

Reed Group manages FMLA (Family Medical Leave Act) on behalf of State of Iowa. In order to properly staff for employees out on leave, each supervisor will receive multiple letters pertaining to an employee's leave. There are several reasons to pay close attention when you receive an email from Reed Group.

- Notification letters are sent to both the employee and the employer (supervisor) for any number of reasons.
- Notifications are sent as attachments to supervisors via email directly from Reed Group
- It is important for each person to understand what they are receiving, why they are receiving it and what to do next.

## What letters are sent and Why?

- **Eligibility Letter:** informs the supervisor of an employee taking leave
- **Eligible but Exhausted:** informs the supervisor that the employee has applied for leave but is already exhausted time
- **Determination Letter:** informs the supervisor of the approval / denial of the leave
- **Intermittent Time Off Request:** informs the supervisor that the employee has reported intermittent time off
- **Intermittent Time off Request Pending:** informs supervisor that employee has applied for leave and has reported intermittent time however that time reported remains pending until the claim has been approved
- **Form Reminder:** informs the supervisor that the employee has not yet submitted paperwork but still has time
- **Form Incomplete:** informs the supervisor that the employee's paperwork was received however it was incomplete
- **Leave Exhaustion Approaching:** informs the supervisor that the employee's leave is approaching exhaustion
- **Leave Exhaustion:** informs the supervisor that the employee's leave has exhausted
- **Scheduled Return to Work:** informs the supervisor of the date the employee plans to return to work

## How do I read the notification I receive from Reed Group?

- Each notification provides the employees name, reason for leave and requested leave period in a paragraph at the top of the letter.
- Each notification also provides information for you as the “employer” as to what you can expect or next steps for the employee.
- The notifications reflect a summary table allowing you as the supervisor to see the following information at a glance:
  - type of plan applied for,
  - the eligibility criteria or determination,
  - the dates of leave (From and Through),
  - the leave time and
  - the reason (if not eligible, if denied, etc.)

## Summary Table Examples

### *Eligibility Summary (Eligibility Letter)*

Plans	Eligibility	From	Through	Leave Type	Reason (if not eligible)
Family Medical Leave Act	Eligible	12/18/2014	01/18/2015	Continuous / intermittent / reduced Leave	

### *Plan Status Summary (Determination Letter)*

Plans	Status	From	Through	Leave Type	Reason (if denied)
Family Medical Leave Act	Approved	12/18/2014	01/18/2015	Continuous / intermittent / reduced Leave	

## Summary Table Examples

### Plan Usage Summary (Intermittent Time of Request Letter)

Plans	Time Used as of 11/17/14		Time as of Leave End Date*	
	Used	Remaining	Used	Remaining
Family Medical Leave Act	176 hour(s) / 4.4 weeks (s)	304 hour(s) / 7.6 weeks (s)	104 hour(s) / 2.6 week(s)	376 hour(s) / 9.4 week(s)

\*Please note that the Time Used and Time Remaining columns above include all individual intermittent absences reported for this leave as of the date of this letter. It does not include a projection of additional time [Employee Name] might use during the requested leave period

### Certification Summary (Intermittent Time of Request Letter)

Absence Type	From	Through	Hours per absence	Number of Absences	Time Frame for Absences
Intermittent Leave	12/18/2015	02/15/2015	8.00	2	Every 30 Days

### Time Off Request Summary (Intermittent Time of Request Letter)

Date	Time Used	Status	Reason	Requested Today
12/18/2015	8.00	Approved		
12/20/2015	8.00	Approved		
12/23/2015	8.00	Denied	Outside of parameters	
1/5/2015	8.00	Approved		