

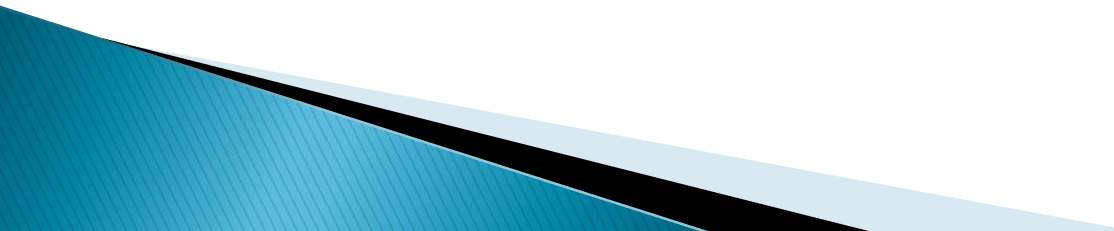


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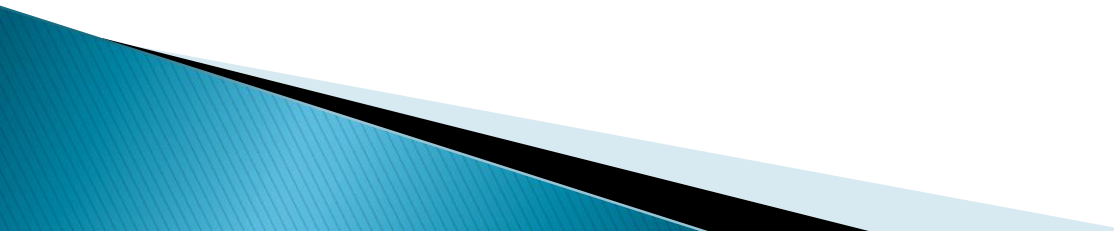
Reporting Absences to Reed Group

DAS-HRE
June 2015

Agenda

- ▶ Reed Group Background
 - ▶ What's Changing
 - ▶ Benefits to Employees
 - ▶ FMLA
 - ▶ Absence Reporting
 - ▶ Notifying Reed Group
 - ▶ What Reed Group Will Do
 - ▶ LeavePro
 - ▶ Employee Responsibilities
 - ▶ Contacting Reed Group
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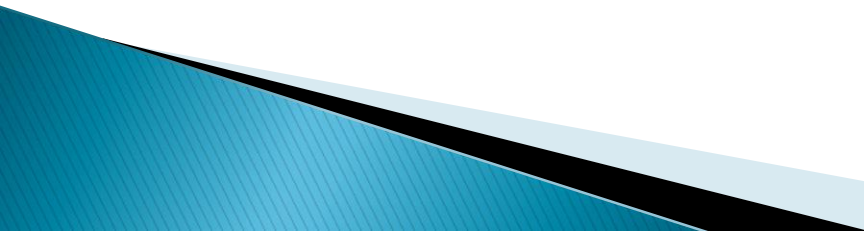
Reed Group

- ▶ Assumes responsibility for absence management effective 7/1/15
 - Ensures that qualifying absences receive federally-mandated job protection
 - ▶ Innovator and leader in leave administration
 - Providing FMLA administration services since 1997
 - ▶ Out-sourced program to focus on consistent administration of FMLA
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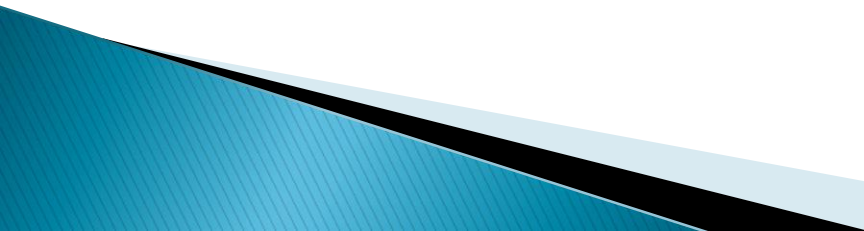
What is changing?

- ▶ Modification of absence reporting
- ▶ Improved timeliness of communication with employees
- ▶ Reed Group handles FMLA paperwork and eligibility determinations
- ▶ Consistent treatment of all employees
- ▶ Ensure that employee privacy is maintained

FMLA

- ▶ Federally–mandated job–protected leave
 - Paid or unpaid absences from work
 - Provides for maintenance of health benefits
 - ▶ Birth, adoption or foster placement of a child
 - ▶ Employee’s serious health condition
 - ▶ Care for spouse, parent or child under 18 with serious health condition
 - ▶ Military Family Leave
 - Care for ill or injured covered servicemember or veteran
 - ▶ Qualifying Exigency
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Benefits to Employees

- ▶ Fair, consistent, impartial treatment of employees in all agencies
 - ▶ Closer monitoring of leave
 - Ensures that job-protected FMLA leave is provided when appropriate
 - ▶ FMLA determinations made by a neutral party
 - ▶ State personnel will not have access to FMLA medical information
 - ▶ Contact Reed Group 24/7 using LeavePro
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Absence Reporting

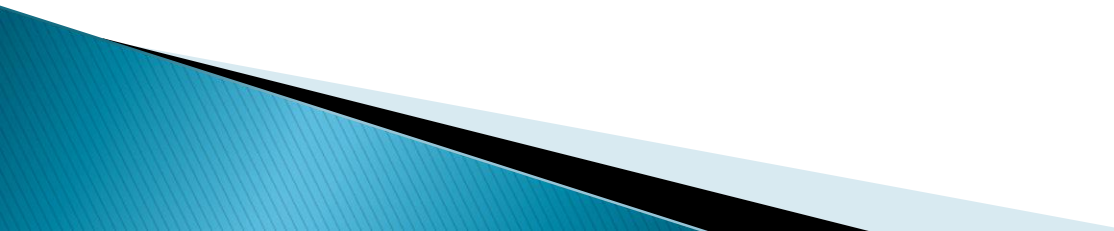
- ▶ Notify your supervisor
 - Follow your current notification procedures
- ▶ Notify Reed Group when you have absences for any of the following:
 - You, or your family member (spouse, child, parent), have an illness or medical condition (including pregnancy), that will require:
 - A visit to a doctor or other health care provider that results in treatment (prescription medication, additional office visits, referrals to other medical providers, etc.) – **OR** –
 - Inpatient hospitalization, hospice care or residential care
 - Due to Birth, Adoption, or Foster Care
 - Qualifying Exigency (Family member's military service)

You do not need to notify Reed Group about absences to attend appointments for routine physicals or routine dental examinations and treatment.

Notify Reed Group

- ▶ Contact Reed Group when you have an absence on or after July 1, 2015.
 - You can make notice before your absence, at the time of your absence, or up to two days after your absence begins
 - ▶ Two notification methods:
 - Online Self-Service Portal
 - 24/7
 - Toll-free number
 - Live answer 8 am – 8 pm Central Time
 - Leave message for return call 8 pm – 8 am
- Do not contact Reed Group before July 1, 2015***

Reed Group Will...

- ▶ Perform intake (receive absence notifications)
 - ▶ Determine FMLA eligibility
 - ▶ Request, receive and review FMLA certifications and other documentation
 - ▶ Determine if FMLA applies
 - ▶ Issue all required FMLA notices
- 

Online Portal – LeavePro

www.stateofiowa.leavepro.com



Dedicated Absence Management

Track and manage leaves of absence with LeavePro™. Quick access to the leave information you need.



Absence Management That Works

Run ad hoc reports

Configure reports the way you prefer – date ranges, leave reason, work absence type and location

Set up your configurations to run regularly and get notified when they are available

Standard Reports Include: New Leaves Received, Open Leave Inventory, Leave Status and Time Used, and more.

Member Log In

User ID

Password

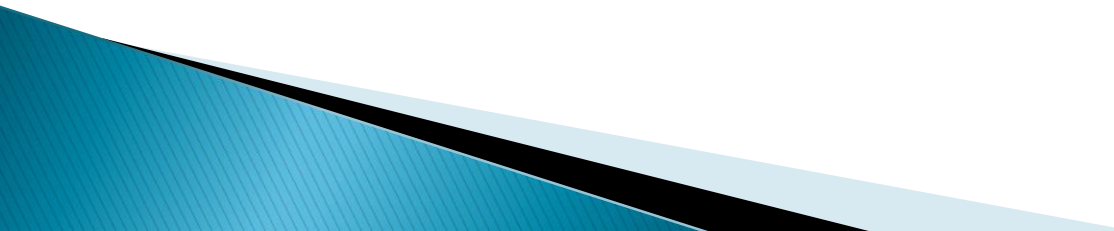
Log In >

- ▶ [Forgot your User ID?](#)
- ▶ [Forgot your password?](#)
- ▶ [Log in help](#)

First time user? [Register here](#)

Register Here >

LeavePro

- ▶ Reed Group's clinically-supported FMLA system
 - ▶ Ensures employee privacy
 - ▶ Personalized, flexible approach – not bureaucratic
 - ▶ Medical matters addressed by nurses
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LeavePro

- ▶ Reed Group receives employee, supervisor and HRA/PA information from State of Iowa
 - Bi-weekly after payroll writes
 - Referred to as roster file
- ▶ Reed Group uses roster file to populate online service portal
- ▶ Reed Group receives weekly file from Sedgwick
 - FMLA designated based on work comp status
 - Continue to report work comp injuries to supervisor

Employee Responsibilities

- ▶ Continue to notify agency of absence
 - Follow your agency's absence reporting policies/call in procedures

– AND –

- ▶ Notify Reed Group of planned and unplanned absences due to:
 - Your medical condition
 - Family member's medical condition
 - Birth, adoption or placement for foster care
 - Military duty
 - Employee or family member

Employee Responsibilities

- ▶ Get essential job functions from HR or supervisor
 - Give to health care provider with certification form
- ▶ Obtain Leave Retention form from your HR office or supervisor
 - Submit completed form to your HRA/PA or supervisor
 - Follow your agency's policies

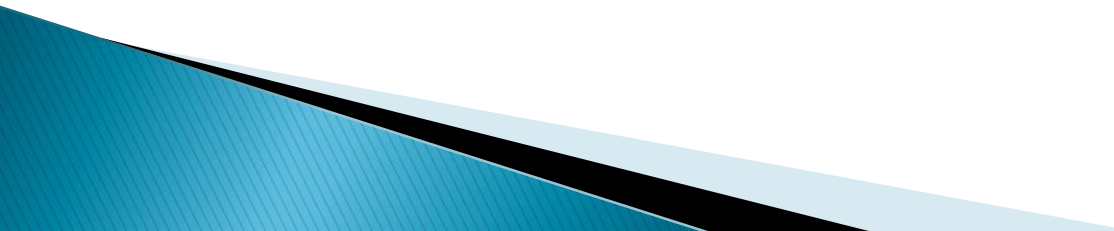
Employee Responsibilities

- ▶ Obtain Return to Work Certification form from your human resources office
 - Give to health care provider to complete
- ▶ Provide completed form to your employer
 - Follow your agency's RTW requirements
- ▶ Notify Reed Group of your return to work
 - If unable to return, contact Reed Group to request an extension of leave
- ▶ Contact your supervisor or HR contact if you are unsure about your agency's policies

Military Leave

- ▶ In addition to FMLA, Reed Group will manage military leave
- ▶ Notify Reed Group of absences from work due to military duty or military training
 - Military duty that does not cause an absence from work does not need to be reported
- ▶ Reed Group will issue all notices required by USERRA

Contact Reed Group

- ▶ Self Service Portal: stateofiowa.leavepro.com
 - Available 24 hours a day, 7 days a week
 - ▶ Phone: 844-507-5393 (toll-free)
 - Phone answered from 8 am to 8 pm Central Time
 - Leave message for return call from 8 pm to 8 am
 - ▶ FAX: 720-456-4790
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Questions?



Email sheryl.jensen@iowa.gov or
Contact Reed Group after July 1