



Please retain for your own records and do not give to provider

Important Information and Duties Relating to your Leave of Absence

If your leave is approved under FMLA and/or applicable state leaves, you will have certain rights and responsibilities in addition to the information provided below. Please read this information carefully to become familiar with potential next steps and your responsibilities.

Eligible employees will receive a Certification of Health Care Provider (CHCP) on Workday that you must take to your provider for completion. If clarification of your CHCP is needed, you will be responsible for curing the deficiencies or insufficient information. Please complete the Authorization page so the DAS Leave Administration Team can reach out to your provider for clarification on the CHCP. Not completing this form may delay the process. **Failure to provide the required notices may result in the delay or denial of your leave.** Per DOL regulations, any payment required from your provider for completion of the certification is the responsibility of the employee.

NOTIFICATIONS AND REPORTING PROCEDURES

Notify your employer of your need for time off: If your need for leave is foreseeable, you make your request no more than 30 days in advance or as soon as possible and no less than 2 days prior to the need for leave of absence. Normal agency policies regarding reporting absences, status reports, return to work, etc., must be followed unless special circumstances make this impossible. If this is the case, you will be expected to report your absence and update your status within Workday as soon as possible. **Failure to provide the required notices may result in delay or denial of your leave and could result in disciplinary action.**

Entering FMLA related time-offs:

You or your supervisor are responsible for entering your FMLA related time offs to ensure you get paid correctly. When this is done correctly, you will see one green bar that accounts for the Leave itself and the full date span for which it applies. You will then see a second green bar that accounts for the FMLA time off for the specific day/hours.

For Continuous Leave of Absence, you will record your time offs by choosing from the **Leave-Continuous Time Off** category. That is where you will find the FMLA Sick time off, FMLA Vacation time off, etc.

For Intermittent Leave of Absence, you will record your time offs by choosing the **Leave-Intermittent Time Off** category. That is where you will find the Intermittent FMLA Sick time off, Intermittent FMLA Vacation time off, etc. You must make the time off requests within 2 days of the need for time off and you must note in the comments box the **Leave Claim ID** and whether the time is for **office visit or incapacity**.

Increase or change in leave times: You will be required to respond to the DAS Leave Administration Team periodically during your leave regarding status and intent to return. If your provider extends your leave, please reach out to the DAS Leave Administration Team prior to the projected end date or within 2 days for intermittent leave. Additional information or certification may be required to support the increase or change in leave.

DAS Leave Administration Team
Office: (515)72-LEAVE, Fax: (515) 242-5070,
Email: LOA@iowa.gov
Mailing: Hoover Building Level A 1305 East Walnut
Des Moines, IA 50319 Rev 03/02/2023



Please retain for your own records and do not give to provider

Early return to work from continuous leave and/or reduced schedule: If your provider clears you to be in work status before the date on your leave approval, you must notify your supervisor and the DAS Leave Administration Team right away.

RETURN TO WORK

Return to Work Certification: You will receive a Return to Work Certification within Workday with your Rights and Responsibilities acknowledgement when you request a Leave of Absence for continuous leave for yourself. Ask for a copy of your essential job functions from your supervisor. The provider should complete this near the end of your Leave.

Continuous leave: If you are on continuous leave due to your own serious health condition, you **must** provide a Return to Work Certification from your health care provider. **Failure to provide this certification may delay your return to work.** The certification must state that you are able to resume work and indicate the specific date. Additionally, the certification must address your ability to perform the essential functions of your job and identify any restrictions. Employees are responsible for processing the "Return from Leave" on their first day back in work status and uploading the Return to Work document. Note that your timesheet cannot be completed without this step. The link for the SmartGuide for employees can be found on the Iowa WorkSmart Training page: <https://worksmart.iowa.gov/training/return-leave-absence-smart-guide-employees>

Intermittent or Reduced Schedule leave: If you are on intermittent or reduced schedule leave, you may be required to provide a Return to Work Certification.

Employees Returning from Leave of Absence- Workday Payroll Entry

All employees (salaried and hourly) must enter BOTH work time and FMLA related time-offs in the pay period they go out on leave and the pay period they come back from leave, whether it is continuous or intermittent.

PAID TIME OFF AND OTHER LEAVE RELATED OPTIONS

Use of paid time: You are required to use any appropriate accrued time off (sick, vacation, comp time, banked time) while you are on FMLA. Use of paid time off does not extend your FMLA leave entitlement. SPOC-covered employees may, but are not required to, use accrued paid time off.

Leave without pay: Once you have exhausted your applicable paid time off, the remainder of your FMLA leave of absence will be unpaid time off from that pay period forward.

Leave retention: Employees who are approved for FMLA leave are eligible to retain up to 80 hours of vacation on their first leave of each fiscal year. If you choose to participate, you will be notified of your option within Workday upon approval of your Leave of Absence. You cannot retain more leave than you have at the time you make your retention election. This election must be made within Workday no later than seven days from the date of your FMLA Eligible Email Notice and only your first election of each fiscal year will be permissible.

DAS Leave Administration Team
Office: (515)72-LEAVE, Fax: (515) 242-5070,
Email: LOA@iowa.gov
Mailing: Hoover Building Level A 1305 East Walnut
Des Moines, IA 50319 Rev 03/02/2023



Please retain for your own records and do not give to provider

If you utilize vacation and the balance falls below your elected vacation retention amount, your elected vacation retention will also reduce to match what you have available in your vacation balance. You will not be allowed to accrue back your original retention election.

Catastrophic Leave Donations: Once you have exhausted your applicable paid time off and are not continuing to participate in Leave Retention, you may consider applying for Catastrophic Leave Donations. Your physician will need to complete the form certifying you will be unable to work for more than 30 work days, either consecutive or intermittent.

If you submit the form requesting Catastrophic Leave Donations and are approved to receive them, you will be paid based on the number of donated hours applied each pay period. Please note the State is unable to retroactively apply donations. Catastrophic Leave Donations are only applicable for a physician-certified medical condition and donated leave can only be used one time (for up to one year) per diagnosis. Bonding time is excluded from Catastrophic Leave Donations.

For more information or to access the application, please review the following link:

<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/leave-programs/donated-leave>

BENEFIT INFORMATION

Benefits while FMLA covered:

Paid: If you are utilizing paid time off during your FMLA leave, your share of the premiums will be deducted from your pay.

Unpaid: If you are in an unpaid status during your FMLA leave, your missed share of the premiums will be deducted from your pay in arrears once you begin receiving paychecks again.

Commencing unpaid leave in excess of 30 days is considered a life event. For more information regarding life events please visit

<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/life-events>

If you do not return to work following FMLA leave, you may be required to reimburse the State of Iowa for the employer share of any health insurance coverage premiums paid by the State of Iowa during your leave.

Benefits while on a Non FMLA Leave of Absence

Paid: If you are utilizing paid time off during your non-FMLA leave, your share of the premiums will be deducted from your pay.

DAS Leave Administration Team
Office: (515)72-LEAVE, Fax: (515) 242-5070,
Email: LOA@iowa.gov
Mailing: Hoover Building Level A 1305 East Walnut
Des Moines, IA 50319 Rev 03/02/2023



Please retain for your own records and do not give to provider

Unpaid: Commencing unpaid leave in excess of 30 days is considered a life event. If you are in an unpaid status during your NON FMLA leave for more than 30 consecutive calendar days, your health care benefits may only be continued through COBRA, if you choose to elect it. COBRA will start the **first of the month following 30 days of non FMLA unpaid Leave**. You have additional options based on benefit type. You will make this selection via the COBRA election form. COBRA information will be sent via USPS. If you do not elect to continue COBRA, your health care coverages will end.

<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/cobra>

If you continue your health care benefits through COBRA, you will have your coverage reinstated through the State of Iowa plans, the first day of the month following your return. You will have a "To Do" in your Workday inbox to reinstate your coverage. If you missed your COBRA payment, you will not be able to reinstate your health care benefits until open enrollment or a different qualified life event.

Note: If you are receiving Catastrophic Leave Donations, your share of the premiums will be deducted from your pay as long as you are FMLA eligible. If FMLA is exhausted, your health care benefits may only be continued through COBRA if you choose to elect it.

Flex Spending: For questions about Flex Spending, please review the Plan Document at

<https://das.iowa.gov/sites/default/files/hr/fsa/documents/SPD.pdf>

Voluntary Insurance (Automatic Payroll Deduction Program): The State, as the employer, is not part of the insurance relationship. If you are enrolled in one of these voluntary insurance plans such as Eyemed, Avesis, etc. you are responsible to contact these vendors if you wish to continue to make payments while in an unpaid leave status.

Deferred Compensation (RIC): While on FMLA leave, you will remain a participant in the deferred compensation program. Deferrals will not be made while you are on an unpaid leave. If you want to stop deferrals while utilizing paid time off, you must make an election within Workday. If deferrals are stopped because you make this election within Workday, you must make a new election again upon returning to work to commence your RIC deferrals again. If you make no election but your deferrals stop due to unpaid status, they will begin again at the original dollar value upon your return to work. The SmartGuide for making changes to your RIC:

https://worksmart.iowa.gov/system/files/training/SG_DeferredCompensation.pdf

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP can support you and your household members in many ways, including counseling for family or personal issues, elder care, and assistance finding local support services. All services are free, confidential, and accessible 24 hours/day, 365 days/year. KEPRO is the State of Iowa's EAP Provider. For more information, visit the link below or call KEPRO toll-free at 800-833-3031.

<https://das.iowa.gov/human-resources/healthy-opportunities/employee-assistance-program>

DAS Leave Administration Team
Office: (515)72-LEAVE, Fax: (515) 242-5070,
Email: LOA@iowa.gov
Mailing: Hoover Building Level A 1305 East Walnut
Des Moines, IA 50319 Rev 03/02/2023