

LWOP – Roles & Responsibilities

Managers/Supervisors

- Discuss the need for LWOP with the employee, including length of absence.
 - Request employee submit request in writing for LWOP.
 - Ensure employee is aware of current leave balances.
 - Notify HR of LWOP absence and discuss appropriate forms or letters that may need to be provided and/or completed.
 - Consult with Personnel Officer on “8 week rule” letters and ADA accommodation form.
 - Inform the employee on the status of approval of LWOP request and their responsibility to keep insurance premiums current.
- Advise employee to use appropriate time types. If employee is on continuous leave, complete timesheet on their behalf.
 - Enter notes on timesheet to indicate LWOP type/situation.
 - Approve timesheets for the specified leave type.
- Update HR with any discrepancies or changes to the leave, including return to work.
 - If employee decides to terminate employment during LWOP, notify HR.
 - Remind employee of Return to Work form requirement, if on continuous leave.

Employees

- Follow all call-in procedures per agency policy.
- Discuss your need for leave with HR and your supervisor, including length of absence.
 - Submit request for LWOP in writing to your supervisor.
- Contact Reed Group to request the leave and necessary paperwork.
 - Follow reporting procedures as outlined in FMLA Roles & Responsibilities document.
- Work with your supervisor and/or HR to ensure your timesheet(s) are properly coded.
- Work with HR to ensure employee shares of health and dental (and if applicable, supplemental life) insurance premiums are current based on LWOP time away.
- If continuous leave, submit your Return to Work form to your supervisor prior to resuming any work-related activity.

Human Resource Contacts

- Verify timesheet is correct and proper time types are used by checking employee leave balances and LeavePro.
 - Check to see if leave is a work-related injury or illness.
- Utilize HRA Medical LWOP Checklist and/or Military Leave of Absence Request (Exceed 30 Days) forms.
- Put employee in proper leave code, and pay and zero out remaining leave balances through P1 process, where applicable.
- Use LWOP tracking tool to monitor for benefit impact.
 - Notify employee via written communication and provide resources if there is a benefit impact.
 - Advise employee of potential life event if LWOP exceeds or is expected to exceed 30 days.
 - Collect insurance premiums from employee no later than the 5th of the month.
- Continue monitoring until employee returns from leave or terminates employment.

Managers/Supervisors/Human Resource Contacts: Make employees aware of the Leave Program resources on the DAS-HRE website, which includes FMLA, Donated Leave, and Military Leave. (<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/leave-programs>)

Follow the FMLA Roles and Responsibilities document in conjunction with this document.