


STANDARD WORK: Leader Leave of Absence Standard Work; Human Resources

Purpose: To assist leaders each time a staff member notifies them of a need to miss work that may fall under a protected leave reason.

Inputs: Leave of Absence Policy, Paid Time Off Policy, Time and Attendance Policy, Leave of absence webpage: <https://salemhealth.eebenefits.info/2024-benefits/time-off/#leave>

Order	Brief summary of task
	<p>Scenario 1: An employee tells you that they need to be absent.</p>
1.	<p>Per the Attendance and Absence Management policy, when an employee misses time from work, they are required to notify their leader of the nature of the absence and the anticipated length of time they will be off work, if known. If the employee does not provide a reason for their need to be absent, you can ask, “what is the nature of your absence so I can ensure you have the information needed to process your time away accordingly?” The employee should not provide any diagnoses information when notifying their manager.</p>
2.	<p>Login to The Standard portal (click here for portal guide) to see if the employee has a pending or approved leave.</p>
3.	<p>Either (a) or (b) below:</p> <p style="padding-left: 40px;">a. The employee does not currently have a case in The Standard portal for the absence reason reported.</p> <p style="padding-left: 80px;">i. Send the following to the employee:</p> <div style="text-align: center; padding-left: 40px;">  Absence Follow-up.msg </div> <p style="padding-left: 40px;">Note: Managers should skip the above email notification and initiate leave on an employee’s behalf when an employee has not done so, and they are aware that the time loss occurring is due to a protected leave reason.</p> <p style="padding-left: 40px;">b. The employee has a case in The Standard portal for the absence reason reported.</p> <p style="padding-left: 80px;">i. Send the following to the employee:</p>



Notify The Standard
of your absence.msg

4. **Prior to the close of the pay-period,** review the employee’s timecard as it applies to the below scenario:

- a. *Exempt employees on Oregon Paid Family Medical Leave:* If the employee did not enter company paid time off hours in Laborworkx for full day(s) missed, the leader must enter TOU and add a note to the timecard.
Note: Pay will be turned off in Laborworkx for full missed pay-periods (if the leave has moved to an approved status from pending; otherwise, you will need to continue entering TOU for days not worked in that pay period). If the employee has returned to work and the timecard reflects that the employee is still on a leave of absence, you need to email the Leave Administrators at leaveofabsence@salemhealth.org and let them know the date the employee returned so that their status can be updated.
- b. *Exempt employees NOT on Oregon Paid Family Medical Leave:* If the employee did not enter company paid time off hours in Laborworkx for full day(s) missed, the leader must enter company paid time off hours and add a note to the timecard. The order should occur as follows and based on available balances: EIB, OPL, PTO.
- c. *Non-exempt employees on Oregon Paid Family Medical Leave:* If the employee did not add company paid time off hours in Laborworkx for the day(s) missed, do not take any action.
- d. *Non-exempt employees NOT on Oregon Paid Family Medical Leave:* If the employee did not add company paid time off hours in Laborworkx, the leader must enter company paid time off hours and add a note to the timecard. The order should occur as follows and based on available balances: EIB, OPL, PTO.

Scenario 2: An employee tells you that they need to use sick time.


1. Send the following to the employee:



Oregon Paid Sick
Leave absence.msg

2. **Prior to the close of the pay-period,** review the employee’s timecard to ensure they followed the instructions provided in the above notification.

- a. If the employee did not enter company paid time off hours in Laborworkx, the leader must enter ‘OPL’ and add a note to the timecard.

	Scenario 3: An employee notifies you of their pregnancy
1.	<p>2. Send the following to the employee within 10 days of notification of pregnancy:</p> <div style="text-align: center;">  Notice of Pregnancy.msg </div>
	Scenario 4: Employee's returning from a leave of absence
1.	<p>If the employee notifies you that they are released to return to work, check to see that their status reflects as just in MyHR. If you do not see that they have been returned to an "Active" status, please email leaveofabsence@salemhealth.org for support.</p>

<p>Frequency of Use: Each time a staff member notifies them of a need to miss work that may fall under a protected leave reason.</p>
<p>Output: Compliant leave processing</p>
<p>Process Owner: Human Resources</p>
<p>References: Leave of Absence Policy, Paid Time Off Policy, Time and Attendance Policy, Leave of absence webpage: https://salemhealth.eebenefits.info/2024-benefits/time-off/#leave</p>