Online Leave of Absence Request Form- Reviewer and Approver Discussion Guide

A guide to assist Department Directors and Administrative teams discuss and set standards for when and to whom Leave of Absence Request Forms will be routed "ad-hoc" for review and approval.

Discussion Topic	Agreement/Standards Set
Share Department LOA Role assigned staff and identify the primary "LOA administrator" *The primary will be responsible for reviewing the LOA Request and central HR notes on eligibility, determining if and whom must be added to the workflow for review or approval, and approving the leave of absence.*	**All Dept LOA Roles assigned:** **Primary:**
Level of research/responsibility of Dept LOA role in ensuring day-to-day supervisor is notified. *Upon submission, the system will automatically notify the requesting employees' supervisor (as listed in eWay). Employees will be able to identify an "alternate supervisor" when completing the request. If an alternate supervisor is entered, Central HR will add that person as a "reviewer" and the system will notify the alternate supervisor.*	**Will the Department LOA Role be required to ensure that the supervisor and/or alternate supervisor is listed? And add the alternate supervisor as a "reviewer" in the workflow?** **Are any additional e-mails expected or required upon receipt and review?**
Director Visibility/Approval *Director approval will only be REQUIRED for extended leaves that include "unprotected time" or time off that is not required to be granted based on State or Federal regulations (i.e. Non-FMLA/CFRA/PDL). Department LOA Role will receive that information from Central HR before the leave is approved and is required to add the Director (or designee) as an approver for leaves that include unprotected time.*	**Does Department Director want to approve leaves that are "protected"?** **Does Department Director want to review all leaves? Or only leaves meeting certain criteria? (i.e. over 90 days)** **If there is a Designee to approve <u>unprotected</u> leaves, who is that? Same as the designee reviewing/approving <u>protected</u> leaves as stated above?**
Reporting *Departments will be able to run queries to show leave requests.*	**Who would like to receive reporting on leave data?** **How often? Monthly? Quarterly?**
General Oversight *Departments must designate a staff member/manager to oversee and communicate to both internal Department HR staff and Central HR*	**Who will ensure the team understands and is following the expectations? If the primary Dept LOA Role changes, ensure another staff member takes on primary duties. If the department requires additional "Dept. LOA Roles" to be added/updated in eWay, Who will inform Central HR?**