



TAKING A LEAVE OF ABSENCE

A team member is required to apply for leave if unable to work or incapacitated for more than 3 calendar days. This applies to full time, part time and PRN employees.

What am I required to do?

- Notify your manager of requested leave dates.
- Register/enroll on the Leave Self Service Portal www.leavexpert.com/selfservice
- Complete and sign the employee forms. Have your health care provider complete the certification forms.
- Return all required leave documentation to Leave Administration within 15 calendar days.
- Contact Leave Administration with changes in dates of leave or return to work date.
- 1-2 days before returning to work submit a completed Fitness-For-Duty Form or other approved release note from their health care provider, to Employee Health if leave is due to team member's own illness.

Requesting a Leave

- Notify your manager of requested leave dates.
- Complete a request online through LeaveXpert Self Service Portal at least 30 days prior to foreseeable leave or within 2 days for an unforeseeable leave. Contact Leave Administration if unable to access online portal.
- Initial Leave notice/packet will be sent within 5 business days of request.

Complete Required Paperwork

- Complete and return requested documentation within 15 calendar days.
- If documents are not returned timely, the leave may be denied, and it may affect available use of benefit time.
- Decision notice will be sent within 5 business days of receipt of documentation.

While out on Leave

- Notify Manager and Leave Administration of changes in leave dates or return to work date.
- Submit additional documentation as requested by Leave Administration.
- Contact Leave Administration before the end of current approved leave period to confirm return to work date or if extension is needed.

Return to Work

- Notify the Leave Administration 1-2 days PRIOR to returning to work.
- For team member illness, present medical release to Employee Health 1-2 days PRIOR to returning to work.
- Team members are NOT permitted to return to work until released by Employee Health if out for his/her own illness.

Intermittent Leave Notification Process

- Team member MUST call into their department at a minimum of two hours prior to the start of the scheduled shift or per department call in policy AND notify Leave Administration within 24 hours of the episode by phone or email for each intermittent leave episode.

TYPES OF LEAVE

FMLA

Eligibility: 12 months of employment; 1250 worked hours during the 12-month period before the requested leave start date

Benefit: 12 weeks (or 26 weeks in the case of Military Caregiver Leave) of unpaid job protected leave

Qualifying reasons: Care for self, parent, spouse or child with a serious health condition; birth of child; adoption/foster care placement; military exigency/caregiver

NON FMLA

Eligibility: Upon hire

Benefit: 12 weeks of unpaid leave at discretion of FMOLHS for an employee medical condition

PREGNANCY

Eligibility: Upon hire

Benefit: LA - 6 weeks for normal pregnancy or up to 4 months of unpaid leave if disabled due to pregnancy or related medical condition; MS – 6 weeks of unpaid leave for a normal pregnancy

PERSONAL

Eligibility: 6 months of employment

Benefit: 4 weeks of unpaid time off at discretion of FMOLHS

MILITARY

Eligibility: Upon hire

Benefit: 5-year period



LEAVE FREQUENCY

Continuous: Single period of incapacity of more than 3 consecutive calendar days.

Intermittent: Leave in separate blocks of time for a single qualifying reason while the employee is still working.

Reduced Schedule: Leave that reduces the number of worked hours per work day or work week for a specified time frame.

INCIDENTAL

- An unpaid leave duration of 7 calendar days or less due to team member's own condition.
- Only documentation required is a note from treating provider that includes the beginning and end date of incapacity with a return to work date.

PAY WHILE ON LEAVE OF ABSENCE

- Required to use available benefit time (e.g. PTO, ATO, HOL) while on leave.
- Unpaid leave will occur if all benefit time is exhausted.
- Team members on FMLA, Intermittent, Military and State Pregnancy leave will continue to accrue benefit time while on leave.
- Team Members on Non FMLA Medical and Personal leave will not continue to accrue benefit time while on leave.

LEGACY EIT

- Can only be used for the team member's own illness.
- 24 hours of PTO is required before Legacy EIT time is used unless the team member is inpatient or absence is due to an approved work injury or illness.
- Must exhaust available Legacy EIT before use of approved short term disability benefit.

SHORT TERM DISABILITY

Eligibility: 90 days of employment in a benefit eligible position

Benefit: 0.50 to 1.0 FTE; Up to 60% of base compensation for maximum of 12 weeks

Lincoln manages and approves the duration of all short-term disability claims. (Maternity leave is typically approved for 6-8 weeks depending on type of delivery).

- 7 consecutive day elimination period before benefits are payable.
- Leave Administration approval and Lincoln approval is required for benefits be payable beyond day 14 of leave.
- Requires use of available benefit time to supplement the other 40% of base compensation.
- Benefit is reduced by "Other Income" such as retirement, SSDI, and other disability income.

BENEFIT COVERAGE

- Benefit coverage will remain the same as before the start of leave.
- Team members on approved FMLA leave can elect to cancel the group health and dental benefits.
- Team members are required to continue to pay benefit premiums during period of leave.
- A benefit premium invoice will be sent to a team member on unpaid leave with instructions explaining how to continue to pay premiums.
- Payment methods include check, money order, or phone payments via debit/credit card.
- If benefit contributions remain unpaid beyond 30 days, benefits may be retrospectively cancelled back to the last paid date.

FREQUENTLY ASKED QUESTIONS

How will I receive my leave packet/notices?

The Leave Packet and Notice(s) will be sent to email(s) on file and mailed if requested. The team member is responsible for regularly checking both email and mail.

How do I submit documents to Leave Administration?

Documents can be sent by fax, mail and email. You can also upload documents via LeaveXpert Employee Self Service Portal.

What happens if the leave, including intermittent episodes, is denied?

If the leave is denied, the team member's absences may be subject to the attendance policy.

Who is responsible for keying my time in Kronos while I am on leave?

Leave Administration will enter the leave time for all leave related absences.

I received an email from no-reply@optis.com, is this spam?

No, Optis is the Leave Administration System. If you receive an email from this address, it will be related to your leave case.

NOTE: If you respond back to "no-reply@optis.com," it may NOT be received by Leave Administration or the receipt may be delayed.

CONTACT INFORMATION



There are multiple ways to ask your question or learn more about taking a leave of absence.

- Visit the Leave of Absence TeamLink page under HR Hub/Leave of Absence for more information on taking a leave of absence.
- For questions related to Leave of Absence, askHR:
 - Submit an online request on TeamLink
 - Call: (833) 482-7547 or (833) 4UaskHR
 - Email: loa@fmolhs.org
- To make a Leave Request:
 - Go to leavexpert.com/selfservice
- To submit Leave Documents
 - Email: loa@fmolhs.org
 - Fax: 225-765-9463
 - Mail: Leave of Absence Department
P.O. Box 83780
Baton Rouge, LA 70884-3780

NOTE: Be sure to include your name, employee ID, best contact number and reason for call when leaving a voicemail.

For questions about your Short Term Disability claim approval status, contact Lincoln Financial: 855-818-2883

For questions about your pay while on leave including payment of short-term disability, contact Leave Administration.



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