

Overview

This SOP describes the process for requesting and managing Extended Leave in OneUSG Connect, UGA's online HR/Payroll system. Extended Leave is a type of Absence request. [As per USG policy](#), extended absence requests are made for sick leave greater than 5 consecutive days (medical non FMLA), FMLA, bone marrow leave, educational or professional development leave, military leave, organ donation leave, personal (unpaid) leave or workers compensation leave. Extended leave requests can be paid or unpaid depending on the type of leave request and the employee's leave balances.

This SOP covers the following types of extended leave:

- Bone Marrow Donation/Organ Donation
- Military
- Educational or Professional Development Leave
- FMLA (Intermittent/Continuous)
- Medical Non FMLA
- Workers Comp
- Personal (unpaid)

Extended Leave requests are initiated in the system by the employee, with the exception of faculty requesting educational or professional development leave (see note below), and managed in the Absence Management module within OneUSG Connect by the Central Leave Administrator (a group within Central HR charged with managing Leave requests). When the employee initiates the request in OneUSG Connect, a "case" is opened in the system that is reviewed and approved by the Central Leave Administrator (no deduction to leave balances takes place at the time of the request).

Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their department HR practitioner.

Faculty Requesting Educational or Professional Development Leave

If you are a faculty member requesting Educational or Professional Development Leave you MUST FIRST complete the required forms (Form A and Form B on the [OFA Faculty Leave of Absence](#) website), attach the requested supporting documentation, and submit them to your dean's office for submission to the Office of Faculty Affairs. Forms must be completed and signed by the appropriate Department Head, Dean, and the Provost before the leave request can be approved in OneUSG Connect. The Central Leave Administrator and OFA will work together to complete approved leave requests for Educational or Professional Development Leave in OneUSG Connect.

Employees should be familiar with the extended leave policies of UGA. Information regarding UGA leave policies may be found at the following sources:

- [Office of Human Resources – Leave](#)
- [OFA Faculty Leave of Absence](#)
- [Official UGA Leave Policies](#)

Roles and Responsibilities

Roles involved in the Request Extended Leave process include the following:

- **Employee:** initiates the request using Employee Self Service (ESS). Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their departmental HR practitioner.
- **Department HR Practitioner:** If the employee is unable to enter the Extended Leave request, the Department HR practitioner will notify UGA Central HR to initiate the process in OneUSG Connect. The Department HR Practitioner may be asked to interface with the employee during the verification process and will be notified of extended leave approval.
- **Central HR (Central Leave Administrator):** manages the Extended Leave request in OneUSG Connect. Reviews the request, communicates with the employee and the Department HR Practitioner to request additional documentation/verification, receives and reviews the documentation, approves or denies the request, and notifies the employee and the Department HR Practitioner. If necessary, can initiate the request in the Absence Management module.
- **Office of Faculty Affairs (OFA):** reviews faculty requests for educational or professional development leave, medical non FMLA leave, and unpaid personal leave, and forwards them to the Provost for review. Notifies the Central Leave Administrator of the Provost's decision.
- **OneUSG Connect Support:** the USG-level unit that performs final processing of Extended Leave requests to convert the absence to payable time.

Key Process Steps

1. Know whether an employee is eligible for Extended Leave and what type of leave is appropriate for their circumstance.

- When an Employee wants to request an Extended Leave, they should first make sure that they are eligible for Extended Leave by reviewing UGA leave policies. In extended leave situations, documentation (such as a medical evaluation or military orders) will be required to support the request. Please review the UGA leave policies to learn what documentation will be required.

- **Faculty who wish to request an Educational or Professional Development Leave** must first contact their supervisor and complete the required forms found on the [Faculty Leave of Absence](#) site.

2. Employee submits the Extended Leave Request in OneUSG Connect.

- To begin the process of requesting an extended leave, the employee logs in to the Employee Self Service (ESS) module in OneUSG Connect and navigates to the **Time and Absence** tile -> **Extended Absence Request**.
- Enter or use the Calendar icon to enter the **Start Date** for the extended leave and the **Expected Return Date**.
- Use the Absence Name dropdown menu to choose the type of Extended Leave:
 - Bone Marrow Donation/Organ Donation
 - Military
 - Educational or Professional Development Leave
 - FMLA (Intermittent/Continuous)
 - Medical Non FMLA
 - Workers Comp
 - Personal

If you are unsure of which leave type to choose, consult with your Departmental HR Practitioner, or contact UGA Central HR. Remember that supporting documentation will be required. The Central Leave Administrator will contact the Employee to discuss the required documentation. For more information on how to complete this task, see Employee Self Service tutorials under the OneUSG Connect (HR/Payroll) Topics in the [OneSource Training Library](#).

- Click on **Submit** when you are ready to submit this request.

Note: In certain circumstances, if the employee is somehow unable to enter an extended leave request, the Department HR Practitioner should contact Central HR (Central Leave Administrator) to enter an extended leave request for the employee.

3. The submitted Extended Leave request is routed to the Central Leave Administrator in Central HR for review and approval.

Extended Leave requests are managed in the Absence Management module by the Central Leave Administrator. The Central Leave Administrator will review the request, communicate with the employee (if necessary to request documentation or verification) and the Department HR Practitioner, and approve or deny the Extended Leave request.

The usual steps are as follows:

- The Central Leave Administrator accesses the request in the Absence Management module of OneUSG Connect.
- The Central Leave Administrator evaluates the request and notifies the Department HR Practitioner of the request. For information on the different types of Extended Leave, the policies that govern them, and the documents that might be required, visit the [HR Department Leave](#) pages.
- The Central Leave Administrator contacts the employee to discuss the request and obtain the proper documentation from the employee.
- The employee submits the required documentation via email or hard copy. The documentation is NOT submitted via OneUSG Connect.
- **For Faculty Educational or Professional Leave** requests, the Office of Faculty Affairs (OFA) will notify the Central Leave Administrator of the Provost's decision. At that time the Central Leave Administrator will enter the approved request for educational or professional leave in OneUSG Connect.
- **For Faculty requests for medical non-FMLA leave or personal leave (unpaid)**, the Central Leave administrator will notify OFA via email that a request has been made for these leave types and send the documentation to OFA to forward to the Provost. The Provost will determine if these requests are approved or denied and OFA communicates the decision back to the Central Leave Administrator.
- The Central Leave Administrator approves or denies all requests for Extended Leave in OneUSG Connect.

4. The Central Leave Administrator notifies the Employee and the Department HR Practitioner that the request has been approved or denied.

The employee will receive notification of extended leave approval or denial from the Central Leave Administrator via email or a phone call. If the Extended Leave request is approved, an email notification will include the relevant details regarding the leave request, including the type of leave that was approved and the dates of the leave. The Departmental HR Practitioner will receive a notification from the Central Leave Administrator containing the type of leave and the dates of the leave.

- If the Leave is approved for a **Continuous FMLA event**, Central HR will update the employee's Job Data in OneUSG Connect.
- If the Leave is approved for an **Intermittent FMLA event**, Central HR will grant the employee the intermittent leave entitlement. Once the employee has been granted the FMLA intermittent entitlement, they can go into ESS and

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choose FMLA Intermittent from the Regular Absence types to record the intermittent leave that they take.

5. Once the Extended Leave request is approved in OneUSG Connect, OneUSG Connect Support completes the Extended Leave processing to convert the absence to payable time.

Relevant Resources

List of resources and links:

- [Office of Human Resources – Leave](#)
- [OFA Faculty Leave of Absence](#)
- [Official UGA Leave Policies](#)
- [OneSource Training Library](#)

Extended Leave Cascading Rules

OneUSG Connect will use the Extended Leave Cascading Rules Matrix when an extended absence request is entered into the system. The rules in the matrix align with University System of Georgia Board of Regents policy.

ABSENCE MATRIX	##	Leave Type	Buckets	Drop Down on Timesheet	Cascading	Carryover	Limits	Periodic Accrual
EXTENDED ABSENCES	1	EA - Military	MDP18 / 00MIL	N - Adm	No Cascade	NO	144	No
	2	EA - Other	TBD	N - Adm	Follow VAC	NO	1 Year	No
	3	EA - Medical/Non FMLA	Non-FMLA / 00SIC	N - Adm	Follow SIC	NO	1 Year	No
	4	EA - Edu/Prof/ Dev Leave	Educational Professional Development Leave	N - Adm	No Cascade	NO	1 Year	No
	5	EA - Personal	Personal / 00PER	N - Adm	Follow VAC	NO	1 Year	No
	6	EA - Workers Comp	TBD	N - Adm	Follow SIC	NO	N/A	No
	7	EA - Long Term Disability	LTD / 00SIC	N - Adm	Follow SIC	NO	until age 65	No
	8	EA - Short Term Disability	STD / 00SIC	N - Adm	Follow SIC	NO	11 Weeks	No
	9	EA - FMLA	FMLA / 00SIC	N - Adm	Follow FMLA Intm	Rolling	480	No
	10	EA - FMLA UNPAID	FMLA / 00SIC	N - Adm	NO	Rolling	480	No
	11	EA - Bone Marrow Donation		N - Adm	NO	NO	7 Days	No
	12	EA - Organ Donation		N - Adm	NO	NO	30 Days	No



Approval

Name	Date
Baileigh Barnes	December 2018