WOLTZ & FOLKINSHTEYN, P.C.

9 Leave Administration Steps

Leave administration can be tricky. Use this tool to organize your company's leave processes.

Step 1

Identify Need for Leave

Is the employee requesting leave or do his/her questions or absences indicate a need for leave?

Step 2

Identify and Verify "Reason" for Leave

Discuss and align reason for leave with employee, and obtain confirming documentation, if allowed/needed.

Step 3

Identify Potential Leave Laws That May Apply

Identify leave and pay rights and benefits that may be applicable given the established reason for the leave, e.g., FMLA, PFL, etc.

Step 4

Confirm Employee Eligibility for Leave

Is the employee eligible for the identified leave or pay benefits, given the employeee's tenure, prior usage, etc.?

Step 5

Graph or Chart Out How the Leaves/Benefits Will Interplay

Identify whether leaves will run concurrently, and how the employee will be paid (or not) during the leave.

Step 6

Identify Required Forms

Identify documents or other notices necessary for the employer or benefits provider to complete in order to obtain or apply for benefits, and to comply with legal obligations.

Step 7

Draft "Leave" Letter

Provide employee with a "leave" letter setting forth his/her rights, responsibilities, benefits, forms and other details of leave.

Step 8

Follow Up

Follow up with employee to make sure all forms are properly filled out and returned; confirm appropriate designation and payroll instructions; retain documents accordingly.

Step 9

Do Not Retaliate!

The law prohibits retaliation against employees for requesting leave or accommodation!!!

As always, Woltz & Folkinshteyn, P.C. welcomes your labor and employment law questions.

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