

Job Aid: Entering Leave of Absence (Exception Pay)

When an employee goes on a Leave of Absence the timesheet will need to be modified in a certain way to accurately track their leave. This Job Aid describes how to track leave for Exception pay employees in the CCT system.

Continuous Absence Case

When an employee goes on leave for an extended block of time this is called a continuous case. Examples of this type of leave would be birth of a child or an illness/injury that causes you to be away from work all day every day.

- This Job Aid assumes the employee or Case Manager has already created an absence case in our ACT (Absence Compliance Tracker) module.
- Since this is a continuous case, as soon as the case is pre-approved, the ACT system will automatically generate “Unpaid Leave of Absence – LOA” directly on the employee’s timesheet.

Unpaid Leave of Absence - LOA	8.00	336
Please Select		

- This code is to track the leave of absence hours in CCT. If the leave of Absence is a FMLA case, this code will automatically deduct the hours from their 12 weeks of FMLA time. It is also used for leaves other than FMLA.
- The “Unpaid Leave of Absence – LOA” is a tracking code and does not go to E1. If the employee is to be paid for this leave, or docked for this leave, pay codes will need to be manually added to the timesheet.

Continuous Absence Case (Paid)

- If an employee needs to be paid for their leave of absence they can request time through the time off request screen. Or their timekeeper, payroll, or case manager can add time directly to the timesheet.
- *Note: If the leave is for Continuous Parental Leave or Continuous Union Leave the paid time is automatically generated and no time needs added to the timesheet until their leave is exhausted.*
- Example: If an employee is on a continuous FMLA leave the system will automatically generate “Unpaid Leave of Absence – LOA” on their timesheet to track their FMLA usage. If they want to be paid out of their Vacation bank for this leave they can have code “Vac-FMLA -303” added to their timesheet. This will pass to E1 to pay them for this leave.

Unpaid Leave of Absence - LOA	8.00	336
Vac-FMLA - 303	8.00	336

- *Note: Even though they have 16.00 hours on the day they will not be paid for 16 hours. The LOA code is for tracking purposes only.*

Continuous Absence Case (Unpaid)

- If an employee needs to be docked for their leave of absence, their timekeeper, payroll, or case manager can add docked time directly to the timesheet.

- Example: If an employee is on a continuous FMLA leave the system will automatically generate “Unpaid Leave of Absence – LOA” on their timesheet to track their FMLA usage. If they need to be docked they can have code “FMLAUnpd-Cor -606” added to their timesheet with negative hours.

Unpaid Leave of Absence - LOA	8.00	336
FMLAUnpd-COR - 606	(8.00)	336

- *Note: You can also use “FMLAUnpd-H/C – 605” but this code will always dock them the entire pay period.*
- If the employee is on an extended Unpaid Leave of Absence, E1 may need to be updated with a 605 or 625 code.

Intermittent Absence Case

When an employee has an open leave, but they still regularly go to work, this may be an intermittent leave. Examples of this type of leave would be an injury where they can work, but they have to leave work to go to physical therapy once a week.

- This Job Aid assumes the employee or Case Manager has already created an absence case in our ACT (Absence Compliance Tracker) module.
- Since this is an intermittent case, the “Unpaid Leave of Absence – LOA” will have to be **manually added** to the timesheet.

Unpaid Leave of Absence - LOA	8.00	336
Please Select		

- **Note: It is very important this code is manually added to the timesheet. It is the**

code that deducts from the 12 weeks of FMLA.

- If the employee is to be paid or docked for this leave, then you can manually add the necessary docked or paid codes just like for the continuous case.

Paid:

Unpaid Leave of Absence - LOA	8.00	336
Vac-FMLA - 303	8.00	336

Docked:

Unpaid Leave of Absence - LOA	8.00	336
FMLAUnpd-COR - 606	(8.00)	336

- E1 requires code 606 to be negative. Because of this when you use 606 on the timesheet in CCT, it subtracts from any worked hours. This caused some confusion so we have removed this code from the results tab.
 - Example: Employee works 64 hours and takes -16 hours of “FMLAUnpd-Cor -606”. They also have 16 hours of “Unpaid Leave of Absence – LOA” on the timesheet. The timesheet will subtract out the -16 hours of “FMLAUnpd-Cor -606” from their total, but the results tab will not subtract the time. The employee will be paid correctly even though the calculation may at first appear that they were underpaid.