Helpful Tips for Submitting Intermittent Leave Time

Timekeeping information:
- Electronic Intermittent Tracking Forms (eITFs) are used to report absences that are related to an employee's pending or approved intermittent leave request. eITFs must be submitted to HR Leave and Accommodations to ensure that the balances are accurate and that absences are protected.
  - While waiting for an employee's approval, timekeepers should report all absences related to the intermittent request.
- If the employee has more than one case, please select which case number the absence(s) applies to. It is also important to track this information to ensure the employee is staying within the guidelines of each approval.
- Intermittent leave time must be accompanied by a paid or unpaid code.
  - Before the eITF is submitted, please ensure that the appropriate paycode(s) are posted on the timecard for any time/day(s) that an employee is absent due to their request.
- Employees are not allowed to make-up time for intermittent absences.
  - Applicable accruals must be used, and the exact amount missed should be coded on the timecard.
- If a non-exempt employee has exhausted all accruals, please post Leave Without Pay (LWN) for their absence(s).
- If an exempt employee has exhausted all accruals, please check the "Need Leave Without Pay Coded for this Exempt Employee" box, enter the amount, and HR Leave and Accommodations will code Leave Without Pay (LWE).
- Absences of four hours or less (AB4) may not be used for intermittent leave.
- If an employee's intermittent absence falls on an institutional holiday, the employee should not bank these hours. However, they may use these hours (instead of their accruals) to pay them for the absence.
- eITFs should be submitted on a weekly basis by the employee's timekeeper or direct supervisor/manager.

Reasons HR Leave and Accommodations may be unable to process an electronic ITF:
- Employee has EIB available to use - EIB must be used before all other accruals.
- Employee has available accruals to be used before coding LWN.
- There are no accruals coded on the employee's timecard for the requested dates.
- Employee must use exact amount of accruals for their full shift – intermittent time cannot be made up.
- Amounts listed on the eITF do not match the accrual amounts on the employee's timecard.
- Employee has multiple cases, but a case number was not selected.
- Employee's FML time is exhausted.
- Employee's intermittent request was denied.

Important information regarding different intermittent requests:
**Flare-ups (unexpected absences – cannot be scheduled):**
- Employees should advise their manager and timekeeper when their call-ins are intermittent leave related. If applicable, advise which case number the absence applies to. This case number is provided in the employee's preliminary approval letter. Case numbers are only assigned when an employee has multiple cases.
- If an employee is absent for 4 or more consecutive workdays, please refer them to HR Leave and Accommodations as soon as possible, as an additional continuous leave request may need to be initiated.
- Managers have the authority to address any pattern observed based on the employee's call-ins; including, but not limited to: Mondays/Fridays, absences around holidays, and absences around pre-scheduled vacations.
- Employees should ensure that their call-ins do not exceed what is noted in their approval letter.

Appointments/Treatments:
- Employees should notify their manager of their appointment and/or treatment schedule two weeks in advance.
- Employees should consider the business needs of the department when scheduling appointments and/or treatments. Managers may ask employees to reschedule due to the business needs of the department. However, employees are not required to reschedule if it interferes with medical care.

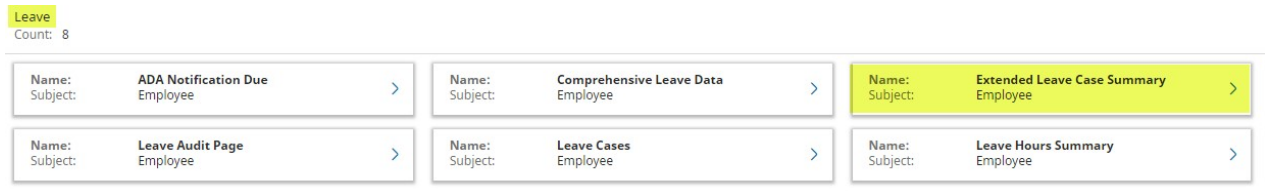# How to access the Extended Leave Case Summary Dataview

o From your profile page in [Dimensions](#), click the *Main Menu* icon.
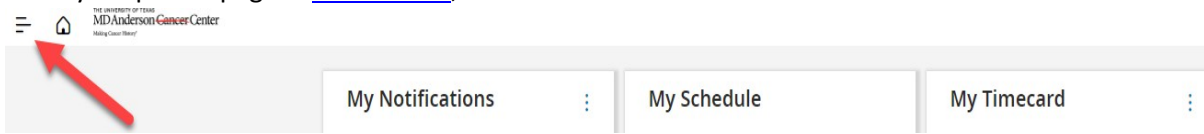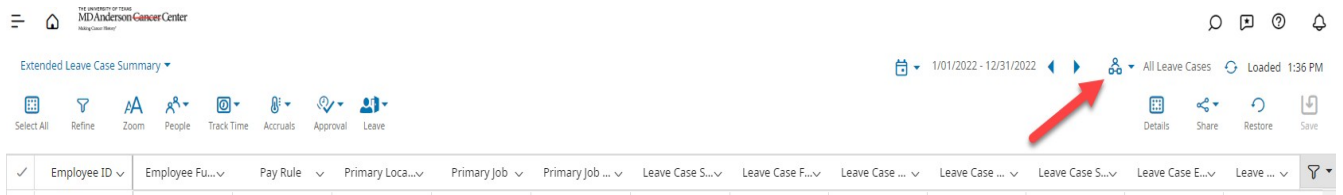

o Click Dataview & Reports> Dataview Library.
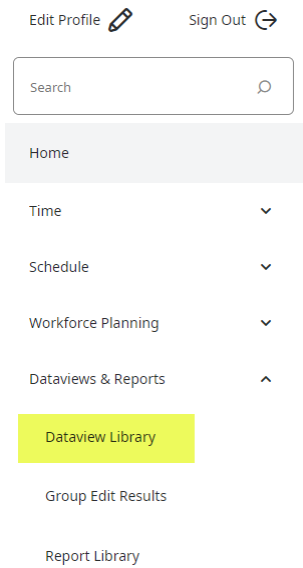
o Under *Leave*, select *Extended Leave Case Summary dataview.*
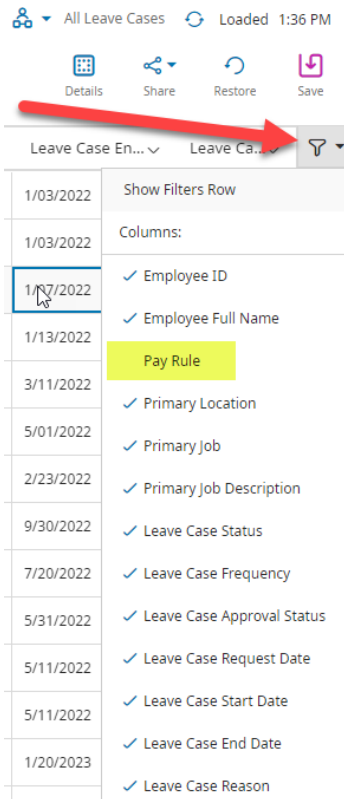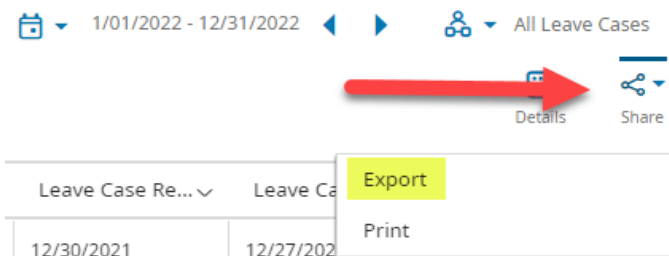

o Select the date range you would like to view.

o Select the appropriate Hyperfind - See "How to create a Hyperfind" at the end of these instructions.

o Select the filter icon to remove any unnecessary columns or columns you do not want to view on the report.
  - Uncheck categories you do not need.
  - Click *Save*.

o Select *Share and Export* to convert this dataview to Excel.

How to create a Hyperfind query:

- Select the *Organization Chart* icon.
- Click *New Hyperfind* which provides the Hyperfind Editor page.
- Change *Ad Hoc* from *Yes* to *No*.
- Name the newly created Hyperfind and summarize its purpose in *Add Description*.
- Click *Add Conditions* and select the filters used to create the Hyperfind.
- Add preferred conditions in the *Selected Conditions* box.
- Select *Apply* and the original Hyperfind Editor page will return.
- Select *Save* to keep the newly created Hyperfind to remain on this dataview.

The Extended Leave Case Summary Dataview
Column Headings & Definitions

Leave Case Status – **whether or not the case is "open" or "closed"**
- A case will remain open as long as:
  - The case is still pending
  - The end date is in the future and the employee still needs the job protection
  - The employee has not yet returned to work
  - A release has not been received for a self case

Leave Frequency – **the frequency of which the leave is being taken**
- **Continuous** – occurs when the leave is more than three (3) consecutive and full workdays
- **Intermittent** – occurs when the leave is taken on an "as needed" basis, and/or in time allotments of less than three full days (E.g. when an employee has reoccurring doctor/physical therapy appointments)

Leave Case Approval Status – **the determination status of the case**
- **Pending** – the HR Leave Center has either not received the medical certification form or it is still under review
- **Approved** – the HR Leave Center has received the medical certification form and has approved job protection for the continuous or intermittent leave
- **Denied** – the employee was either not eligible, did not have any hours available, did not submit their paperwork by the deadline, or the condition did not meet the definition of a serious health condition.
- **Cancelled by Leave Admin** – the HR Leave Center cancelled the leave request (E.g. a department initiates a case, but it is later determined that the employee was not out for a medical condition)
- **Cancelled by Employee** – the employee cancelled the leave request because it is no longer needed or has been postponed

Date Med Cert Rec'd by Leave Ctr – **the date the HR Leave Center received the Medical Certification form from the employee or their health care provider**
- If we have not yet received the medical certification form, this space will be blank

Initial Leave Request Date – **the date the leave case was initiated**
- A case can be initiated by the employee, their family member, or their department's management

Leave Case Start Date – **the date the employee's leave is expected or approved to begin**

Leave Case End Date – **the date the employee's leave is expected or approved to end**

Total Sched Leave Time – **the total amount of hours coded on the employee's timecard and deducted from their bank**
- For continuous leaves, the hours are not posted to the timecard until the leave case start date
- For birth cases, the hours are not posted to the timecard until the HR Leave Center is notified of the delivery

Leave Category – **the type of leave**
- E.g. FMLA, ADA, RPL, MIL or PAR

Leave Reason – **the reason for the leave**
- E.g. for FML: self, child, parent, spouse, birth or adoption-foster placement

Time Conversion Chart
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0