Helpful Information Related to Leaves for DLCs

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Employee's first 15 days when they have no sick time

Hourly paid employee – Please enter *LWOP (Leave Without Pay)* on the employee's timesheet until the leave is approved. Once the leave is approved, the time codes will feed over from Workpartners. For an intermittent leave, the DLC needs to remove the LWOP entries on the timesheet.

Entering *Other Leave*, *Work*, or *Vacation* could create an overpayment if an employee is using SIRP or is being paid at the state formula rate. In addition, when an intermittent leave comes over from Workpartners, these time codes have to be removed in order to avoid pay impacts and arrange for overpayments to be addressed.

Salaried employee – Please process a Leave transaction placing the employee on *LWOP (Personal)* from the day the leave begins until the expected return date. If you are unsure when the employee is expected to return, you can use an end date of 30 days. Once the leave is approved by Workpartners, you must submit an Other Actions transaction instructing Payroll to remove the original LWOP status that conflicts with the approved leave dates.

Leave starting mid-week

If an hourly paid employee's leave starts mid-week, Workpartners will only feed over the days of the leave. Please ensure that any days worked are entered into the timesheet.

Please note, employees who work a double shift during the same week as their leave begins may receive overtime pay even if they are on sick leave.

Duplicate entries

Employees and DLCs should only report time used for non-Workpartners medical appointments and 'little sick' into the timesheet and/or Salaried Sick Tracker application. Sick time that is part of a requested leave for a serious illness should not be reported into the salaried sick tracker or timesheet. Workpartners will track leave absences and report them to MIT. If an employee has reported sick time into their timesheet (hourly paid) or the tracker (salaried) and also reported the absence to Workpartners, the absence in the timesheet/sick tracker needs to be removed.

Hourly paid employees – to delete an absence in the timesheet, find the day on the timesheet, change the 'work' hours to '0', and save.

Salaried employees – to delete an absence in the salaried sick tracker, go to http://absence.mit.edu/ and follow the instructions found here: http://kb.mit.edu/confluence/display/istcontrib/MIT+Time+Portal#MITTimePortal-Withdrawarequestonbehalfofanemployee.

It's important that corrections be made as soon as possible, ideally on the day you are notified that a change is needed. This ensures that the employee is paid accurately on the next pay date and that their sick leave hours are put back into their sick balance.

Work or sick?

If an hourly paid employee works during a period in which they had requested a leave through Workpartners, DSMLO may reach out to you to clarify whether the employee worked or not on the day in question. Confirm with the employee whether there were any changes in their leave dates. Hourly paid employees on consecutive leave cannot have work on an approved leave date and cannot have partial work and partial serious illness/SIRP leave on the same day. If you know the employee worked, let Workpartners (MITLOA@workpartners.com) know the employee worked that day. If a correction to the timesheet is required, it's important that the correction be made as soon as possible, in order to ensure the employee is paid accurately on the next pay date.

Variable schedules

If you have an hourly paid employee with a variable schedule, this can cause an issue when a leave starts. The system will look at the prior week's schedule and consider that as the 'regular' schedule. If the prior week's schedule was unusual, the dates/times of the leave may not reflect the employee's or the DLC's expectations. When you receive a notification of a pending leave for an employee with a variable schedule, notify Workpartners (MITLOA@workpartners.com) to discuss.

Hourly paid employee on intermittent reduced schedule

You may have an employee who is on a leave with a reduced schedule. For example, their regular work day may be eight hours per day, but because of their leave, they are only authorized to work six hours per day. In these cases, the leave time (two hours per day in this example) is fed over from Workpartners and entered into the time sheet directly. The hours worked (six hours per day in this example) must be entered into the time sheet by the manager or time sheet administrator. The employee on a reduced schedule is not able to enter their time worked into the time sheet themselves.

Shift differentials

Shift differentials are applied to pay for SICK and SIRP and not for state rate.; The SICK or SIRP leave will apply to the shift(s) based on the employee's most recently completed timesheet processed through payroll. It is not included on the state rate because it is factored into the calculation for the state rate.

Holidays during leave

DLC action may be needed for hourly paid employees on leave on a holiday or special holiday.

Employees using their Sick Time balance – Hourly paid employees using their sick time balance are paid for holidays. The time is not deducted from the employee's Sick Time balance. **Please enter 'Holiday' or 'Special Holiday' on an employee's timesheet when a holiday falls during or abuts a leave that is paid using the employee's Sick Time balance.** The feed from Workpartners will enter only the employee's 'sick' time into the timesheet.

Employees on SIRP or state rate – Employees being paid via SIRP or state rate are paid via that rate for any holidays or special holidays and this information will feed from Workpartners. No action is needed by the DLC.

For more information, see: https://policies.mit.edu/employment-policy-manual/40-leave-policies/43-leaves-employee-injury-or-illness#4.3.5

Employee's appointment end date is before the employee is expected to return to work

If an employee has an appointment end date that falls during their leave, the leave end date will correspond with the appointment end date, even if the medical documentation extends beyond the appointment end date. A DSMLO representative may reach out to you to inquire about the plans for the employee. If the employee's appointment end date will not be extended, they may still be eligible for leave benefits as a terminated employee. Please advise them to contact hr-dsmlo@mit.edu to discuss eligibility.

If the employee's appointment will be extended, to avoid issues with pay DLCs are encouraged to process appointment extensions at least a month before the end date, whenever possible. We understand that there are often circumstances beyond your control (such as visa approvals) that may prevent timely processing. Once the appointment is extended, DSMLO will reach out to Workpartners to notify them of the appointment extension so the leave can be extended and we can ensure the employee's pay is not interrupted or incorrect.

Closed leave case, but employee hasn't returned to work

Please respond promptly to the return to work confirmation emails that Workpartners sends after an employee's scheduled leave end date. If the employee does not return to work as scheduled, the DLC is responsible for contacting the employee to find out why they haven't returned. If they are not returning as planned, the DLC must process a transaction to put the employee on LWOP and let Workpartners know of the situation. If you cannot reach the employee, or there is uncertainty about their status, contact your HRO about a potential LWOP.

How to update leave supervisor or leave contacts in the system

In order to be a leave supervisor or leave contact, you must be an MIT employee.

If the leave supervisor for an employee or employees needs to be changed, go to atlas.mit.edu and search for "Leave Supervisor Maintenance". There you can search for the name of the supervisor or employee or make multiple changes at once by viewing relationships by department. The leave supervisor is the person who receives notifications for:

- Salaried staff regular sick time reporting into MIT's sick time portal; and
- Updates from Workpartners regarding leave cases.

The Leave contacts are set per DLC and each DLC has two leave contacts: a primary contact, and a secondary contact. If a leave contact for your DLC needs to be updated, email leaves-dlc-contacts@mit.edu to make the request. Leave contacts:

- Receive updates from Workpartners regarding leave cases;
- Act as the MIT DMSLO points of contact concerning employee leave cases; and
- Have access to the OBI reporting tool.

Account charges for leaves

Leaves are charged to the current DLC salary account that was in place when the employee went on leave. For leaves eligible for reimbursement, those charges are manually changed.

Family Leaves

- All Family Leaves under MIT Family Leave Policies are covered by the Institute.
- They will be charged to the salary account and then they are manually removed. VPF is working on automating these changes.
- MIT Paid Parental Leave and the first 5 days of Sick Family from an employee's sick leave show up in the DACCA.
- All state rate Family Leaves will appear in ESDS.

*Medical Leaves – All Medical Leaves (Sick/SIRP/Salaried Transitional)***:** Charged to the department account for the duration of the leave, up to 26 weeks.

Medical Leaves, Exceptions:

- For sponsored research staff on WSB Type R and internal orders with Admin Flag AL, which are allocation accounts, the charges are moved to an Institute account after 30 days of leave. Check with your financial officer if you are unsure whether an account falls under this classification.
- No intermittent leaves charged to the WSB Type R or Allocation Accounts are eligible for credits.

Notes about pay

Delays in leave processing or missing information often result in incorrect pay. This can mean an employee is underpaid or overpaid, depending on the circumstances, which causes frustration for all involved (the employee, the DLC, DSMLO, and Payroll). We want to minimize pay discrepancies as much as possible. In cases where an employee is underpaid, we can ask Payroll to process an off-cycle deposit for them.

For hourly paid staff, if you follow the guidance provided above, many pay discrepancies will be avoided. In general, once you receive notice of an approved leave, check the timesheet to see if there is any time entered that conflicts with the leave dates or terms. When approving timesheets for the Monday 5pm deadline, pay special attention to the time entered for your employees on leave. If you have any questions about a discrepancy, contact your DSMLO rep.

For salaried staff, changes need to be made in time for the payroll cutoff to avoid pay discrepancies. You can find the payroll cutoff dates on the VPF website: https://vpf.mit.edu. When leaves that affect pay are approved retroactively, the employee's pay will be affected retroactively. An employee who is retroactively approved for a leave at a reduced rate will have received an overpayment and owe the funds back to MIT.