

HR Liaisons Meeting
June 2, 2016
Employee Relations

Office of Employee Relations and ADA Compliance

- .Faith Bagnall, Manager - 410-260-1264
- .Circuit Courts, AOC, JIS, COA, CSA
- Gigi Mathews, Employee Relations Officer – 410-260-1278
- .District Court
- .Linda McCabe, ADA Officer – 410-260-3678

Accident Reports

- .IWIF forms still need to be completed in addition to entering incident information in Connect
- .Before entering the incident in Connect:
 - complete all the forms: First Report of Injury (Employee's Report, Supervisor's Accident Investigation, and any Witness Statements); signed Medical Release; and Temporary Prescription ID.
 - Report the incident to IWIF at 1-888-410-1400 and get a claim number.
 - Scan all the forms. Save the scanned forms and name the file. Pay attention to what drive you saved them in.



Form | Instructions | Attachments

Accident Report

*Subject

Download Templates

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Description	Attached File	Open
1 AccformEnglish.pdf	AccformEnglish.pdf	Open
2 IWIF_Medical_Release_Form.pdf	IWIF_Medical_Release_Form.pdf	Open
3 TempPrescription.pdf	TempPrescription.pdf	Open

Upload your attachments

Personalize | Find | View All | | First 1 of 1 Last

*Description	Attached File	Attach	Open	
1 <input type="text"/>		<input type="button" value="Attach"/>	Open	<input type="button" value="+"/>

Form | Instructions | Attachments

Accident Reports, cont.

- Enter the incident information into Connect. Attach the forms.
- If you don't have the forms when you enter the incident in Connect you will not be able to go back and attach them later. You will need to send them to Employee Relations separately.

Leave Bank/Leave Donations

.Enrolling in the Leave Bank – Any regular employee with 8 hours of leave available may enroll in the Leave Bank. Whether they can receive leave from the Leave Bank is another matter.

.Donating leave to another employee – Any employee may donate leave to another employee who is eligible to receive Leave Donations. The only restriction is that you must have 240 hours of sick leave remaining after the donation if you are donating sick leave.

Leave Bank/Leave Donations, Cont.

.Receiving Leave Bank or Leave Donations –

- If an employee enrolled in the Leave Bank they may receive 320 hours of Leave Bank in a 12 month period. If the employee did not enroll in the Leave Bank, then they may receive up to 320 hours of donated leave. If an employee uses 320 hours of Leave Bank they are not eligible to then receive leave donations during that same 12 month period.
- Leave Bank/Leave Donations may only be used for an employee's own serious and prolonged health condition. It cannot be used to care for someone else.
- To be eligible to receive Leave Bank/Leave Donations an employee must be a regular employee, who has completed initial probation, has received at least a "Meets Standards" on their most recent evaluation and they cannot have been disciplined in the previous 12 months.
- An employee cannot use Leave Bank/Donations until all their own leave is exhausted.

Leave Bank/Leave Donations, cont.

•Requesting to Receive Leave Bank/Leave Donations

- Employee must have the Medical Certification form completed by their health care provider. The employee needs to sign the form and it must also be signed by the Administrative Supervisor.
- The request should not be entered into Connect until the form is ready to be sent to Employee Relations with all necessary signatures. We cannot take any action on the request until we have the medical certification.
- Once the Employee has received an approval to use Leave Bank/Donations from Employee Relations they may enter it as a leave request in Connect.

JUDICIARY LEAVE DONATION AND LEAVE BANK PROGRAM
MEDICAL CERTIFICATION/REQUEST FOR LEAVE FORM

Employee Name: _____ Social Security Number: _____

Date: _____ Work Location: _____ Job Title: _____

Date of onset: _____ Diagnosis:(Statement) _____

Approximate date employee can return to: modified activities/duty _____ full activities/duty _____

Please describe reduced work schedule, if required _____

Summary of treatment and anticipated procedures, including number and frequency of any follow up treatments (attach additional sheets, if necessary): _____

Limitations that may impact ability to perform work duties. (Attach additional sheets, if necessary, please indicate whether limitation is temporary or permanent.) _____

Physician's Name: _____ Signature: _____

(PRINTED OR TYPED)

Phone number: _____

Note: This document shall be treated as a confidential medical record and not placed in the employee's personnel file.

Based on the above information, I hereby request:

- 1) _____ hours of leave from the leave bank
- 2) _____ hours of donated leave

Employee's signature: _____ Date: _____

FORM MUST BE COMPLETED IN ITS ENTIRETY BEFORE REQUEST CAN BE REVIEWED.

Employee is: Eligible to receive leave Not eligible to receive leave (reason: _____)
(see Section V of the policy)

Signature of Administrative Supervisor: _____ Date: _____

Signature of Human Resources representative: _____ Date: _____

When sending emails to Employee Relations, particularly when sending documents, please include the employee's name in the subject line. It is also helpful if you include your location.

Ex.

Subject: FMLA paperwork – Suzie Klerk, DC FR

Leave Issues related to Pregnancy and Childbirth

- Sick leave may only be used during the first 6 weeks after childbirth or 8 weeks for a C-Section.
- Similarly, Leave Bank/Donations also can only be used during the first 6-8 weeks after delivery.
- Either sick leave or Leave Bank/Donations may be extended when there are documented illness or complications.
- FMLA provides for up to 12 weeks of leave which may be used for pregnancy, postpartum recovery and bonding time during the child's first year. FMLA does not require that this leave be paid. If accrued leave and Leave Bank/Donations are not available an employee may use leave without pay until they exhaust their 12 weeks of FMLA.

FMLA

.Medical documents are not uploaded into Connect. FMLA paperwork should be faxed to 410-260-1253 or scanned to Faith or Gigi. Again, please include employees name in subject line.

.The documentation is controlling. We cannot act on an FMLA request until we have received the medical documentation so don't enter the request in Connect until you are ready to send the documents to ER.

.FMLA absences can now be reported right on the timesheet as one of the TRC drop down codes.

Eligibility Requirements

Employees must have worked for at least one year of total employment and have worked at least 1250 hours within the previous 12 month period. These requirements may be fulfilled by employment at another Maryland state agency. If you have questions about whether you are eligible please call EmployeeRelations.

Benefits and Protections

While an employee is on leave that is protected under the FMLA the employee's health coverage under the State's group health plans must be maintained. Absences covered by the FMLA do not count as occurrences.

Requesting an Extended Absence/FMLA

All requests for FMLA must include documentation from a health care provider or the military, as appropriate. This documentation should be sent separately to Employee Relations. It is not possible to attach documents to this request in Connect. Documentation may be faxed to Employee Relations at 410-260-1253 or emailed directly to your Employee Relations Officer. If supporting documentation is not received the request will be denied or pushed back. The forms are available at <http://www.dol.gov/whd/forms/WH-380-E.pdf> for an employee's serious health condition and at <http://www.dol.gov/whd/forms/WH-380-F.pdf> for a family member's serious health condition.

FMLA

Please remind supervisors and employees to go back and add the FMLA to their previous timesheets when FMLA is approved after the time has been taken.

For absences that occurred before April 14, 2016, please contact ER for assistance in making these adjustments.

Disciplinary Actions

Please attach supporting documentation including a copy of the written reprimand if it is a reprimand.

~~Please provide information in the attachments and comments to allow us to approve the action.~~

This is the record of the personnel action similar to what you would have sent to ER to be put in the personnel file.

Terminations

- Again, please attach documentation.

- As in the past, terminations of regular employees who have past their initial probation will need to be discussed with ER and approved before you may move forward on them,

Extension of Probation

- .We are working on a form that will be similar to the old probation form.
- .Since the employee is not part of the Connect process for extending probation we want to have something signed by the probationary employee to show when they were told they were being extended and indicate they understand why they are being extended.
- .Please include attachments or comments supporting the reasons the employee is being extended.