

## Extended Absence Processing

In HIP Time and Leave, a new feature is available to help with tracking employees who are on leave for longer periods of time. The Extended absence page assists with the different aspects of extended absences and below outline the two relevant request portions:

1. Eligibility Request - A request that confirms the eligibility to allow an employee to be on the Extended Absence.

### **Request Extended Absence**

Accountant V

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

**Extended Absence Request Details** ?

Request	12986
Request Date	01/11/2021
*Start Date	<input type="text" value="01/01/2021"/>
*Expected Return Date	<input type="text" value="01/01/2022"/>
Actual Return Date	<input type="text"/>
Absence Name	FMLA Intermittent EA
*Absence Reason	<input type="text" value="Parent"/>
Status	Approved

[State of Hawaii FMLA Eligibility](#)

- a. This allows an opportunity for HR Admin to use the system to store data related to special types of leaves by date, type, and reason.
- b. This can be requested by the Employee using the “Extended Absence Request” tile or by an HR Admin via Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Request Extended Absence.
  - i. When an employee submits a request, it allows the employee to upload attachments for helping HR to determine the eligibility of the extended absences.
  - ii. HR may request more documentation as necessary.
- c. This eligibility request needs to be approved by the HR Admin for the leave hours (if applicable) to be tracked with the Extended Absence.
- d. This has no impact on HRMS Job Data or Payroll when processing paychecks but is a way to help track who has requested different types of leave and whether they are eligible.

2. Absence Request – A request that defines the number of sick, vacation, or LWOP hours that need to be used in association with the Extended Absence Type.

**Absence Requests**

Select the Absence Requests you want to perform an action for.

**Absence Request** ?

☰ 🔍 1-1 of 1 View All

Select	Absence Requests	Status	Start Date	End Date	Process Action	Voided	Edit	Delete
<input type="checkbox"/>	FMLA VAC AT	Approved	05/01/2020	05/01/2020	Normal ▼	<input type="checkbox"/>	Edit	Delete

Select All    Deselect All    Add New Absence

- a. This allows recording of specific dates and hours used for the Extended Absence leave.
- b. This can be requested by the Employee using the “Extended Absence Request” tile or by an HR Admin via Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence.
- c. For each type of extended absence, special codes have been designed to assist with tracking to identify leave used for the extended absence as opposed to regular sick or vacation used that is unrelated to the extended absence.
- d. With these special codes, the system can assist with enforcing limits where limits may be necessary (e.g. FMLA).
- e. If the special codes are not used, it can be difficult for the system to assist with enforcing limits.
- f. These absence hours will flow to payroll and can impact the paycheck calculation.
- g. If no leave hours need to be tracked towards the extended absence, HR may add a row on job data to impact pay (e.g. adding an Action type Leave of Absence row will change the Payroll Status to “Leave of Absence” and stop the system generated pay for the employee as of the effective date).

The below chart references the options for the two request options and associated reasons. The reasons are shared between the Eligibility request and Absence request.

Absence Name for Eligibility Request	Absence Reason	Absence Name for Absence Request
Bone Marrow Organ Donor EA	Bone Marrow Organ Donor	Bone Marrow/Organ Donor AT
FMLA Continuous EA FMLA Intermittent EA	Child Military Care Giver Parent Sick Personal Spouse	FMLA LWOP AT FMLA SICK AT FMLA VAC AT
Hawaii Family Leave Law EA	Child Child Bonding Grandchild Parent Reciprocal Beneficiary Sibling Spouse	HFLL LWOP AT HFLL SICK AT HFLL VAC AT

Military Leave EA	Military Leave Pre Induction Exam	Military Leave
Sabbatical/Edu&Prof/Study EA	Full Pay	SAB/EDU/STU AT
TDI EA	Short Term Disability	
Workers Compensation Leave EA	Temporary Partial Disability Temporary Total Disability Workers Compensation	Industrial Accidental Injury AT WC Sick AT WC VAC AT