Manager’s Guide: Time Keeping and Pay Administration for C&T and S&M on Intermittent or Reduced Schedule Leaves of Absence

There are two components to managing these absences: (1) tracking job protected time away from work and (2) ensuring proper pay affiliated with the absence. These are two separate processes.

- **Employee Responsibility:** An employee must report their absence to The Standard within 24 hours of the occurrence or the absence may not be approved under FMLA. The Standard tracks job protected time away from work in their system (www.standard.com) in 15 minute increments. FMLA time tracking no longer appears in Kronos. Employees are still responsible to follow department work rules, and notify the manager of occurrences.

- **Manager Responsibility:** After an employee reports their absence to The Standard, managers receive an automated, instant email from The Standard confirming the occurrence. The manager is responsible to document paid or unpaid time in Kronos, to ensure proper pay.

The Standard’s email will indicate if the occurrence is approved or denied. For approved absences, the process by which accruals are deducted remains the same. Managers use the Quick Leaves Editor in Kronos, which pulls the pay or unpaid codes the employee requested to use during their FMLA absences. Video tutorial here: http://workday.preview.yale.edu/FMLAIntermittentLeave/

For denied occurrences, managers should follow normal absence payment procedures.

If no email is received, managers can visit the online portal at www.standard.com to see if the employee logged the absence. If no email was received after 24 hours, the absence is likely to be reported as “not timely” and denied.

When in doubt, remember: Kronos should be used to ensure proper pay, not leave tracking.

It is not recommended that managers report absences on behalf of employees, but rather remind individuals to contact The Standard. Time can be reported by calling 203-432-5552, option #4, 24 hours a day, 7 days a week. Time can also be reported by employees when they log into their online portal.

More information can be found on the Absence Management website.

Timekeeping Policy:

https://your.yale.edu/policies-procedures/policies/3502-timekeeping