Manager’s Guide: Time Keeping and Pay Administration for M&Ps on Intermittent or Reduced Schedules Leaves of Absence without Disability (Short or Long Term) Pay

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. When short term (STD) or long term disability (LTD) payments apply, The Yale Absence Management team will assist.

Time Keeping

- **Employee Responsibility:** An employee must report 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 the employee reports an absence to The Standard, managers will receive an automated, instant email from The Standard confirming the occurrence. The manager is responsible to document paid or unpaid time in Kronos, and when applicable, request a monthly pay adjustment from Payroll (see pay administration procedures below).

The Standard’s email will indicate if the occurrence is approved or denied. For approved absences, the process by which PTO is 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 time away from work. 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 has an absence logged. If no email was received after 24 hours, the absence is likely to be reported as “not timely” and denied.

*It is not recommended that managers report time 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 logging into their online portal at: www.standard.com.*

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Pay Administration

While FMLA time is tracked by The Standard in 15 minute increments, this does not apply to paid time off usage in Kronos for M&Ps. For M&Ps, paid time off for FMLA-related absences should be used in accordance with Yale’s paid time off policy, in increments of half or full days.

If an absence is for less than a half day, and therefore not recorded as paid time off in Kronos, it is recommended that the employee discuss or coordinate with their manager how they will make up for this time away, as would be done for any non-FMLA related absence. If there are concerns or questions, please contact your HR Generalist.

IMPORTANT: If paid time off accruals are no longer available to cover approved absences (i.e., MP employee is now in unpaid status), departments are responsible for requesting an adjustment of the employee’s pay for that month.

This can be done by completing a Payroll Payment Adjustment Form, and submitting it by email to employee.services@yale.edu or by fax to 203-432-5153 before the payroll schedule deadline of the current month.

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