HR Representative User Guide – Leave Request

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HR Representative Overview

This user guide will show HR Representatives how to submit and view employee leave requests for family and medical reasons (i.e., employee’s own serious health condition, birth or placement of a child, etc.) in ConnectCarolina. The UNC Leave Administration Team created this online submission format to make leave requests simpler and more consistent. Leave requests should be submitted by the employee in ConnectCarolina. If an employee is not able to submit a leave request, the employee’s HR Representative may submit the request in ConnectCarolina on the employee’s behalf.

HR Representative Access to Submit a Leave Request

Log into ConnectCarolina.unc.edu
Select the HR WorkCenter Tile on Admin Homepage of ConnectCarolina.

Select the ‘Add Employee Leave Request’ link under the Forms folder.

The page will display an overview of the online family and medical leave request form. The purpose of this form is to request time off work for family and medical leave reasons on an employee’s behalf. If leave is needed for some other reason, this form should not be completed. Prior to submitting the request, we recommend that you review the University’s Family and Medical Leave policy.
When selecting the next button, the user will receive the following warning message which explains this form cannot be saved after it is started. If the user selects ‘cancel’ or the system times out, the answers will not save and the user will need to start the process from the beginning.

The following page will display a search prompt to find the employee that this form is being submitted for.
Once the PID is selected, employment information specific to that employee will be displayed. Users are required to select the HR Representative using the search prompt as well indicate the employee’s regular work schedule. The HR Representative selected will be copied on communications regarding this leave case.
Adding a preferred email is optional. If the preferred email field is completed, then that email address will be used for all leave communications for this leave case.

This page will also allow the user to select the reason for this leave request. Options include:
- Employee’s Serious Health Condition
- Family Member’s Serious Health Condition
- Birth of a child and to bond with the newborn
- Placement of child with employee for adoption or foster care and to bond with the new child
- Military Family Leave for Qualifying Exigency
- Military Caregiver Leave

A leave reason must be selected prior to moving forward or the user will receive an error message.

Only one leave reason can be selected per request. If a user attempts to select more than one reason the prior selected reason will return to ‘No’.
Supplemental questions will populate based on the leave reason selected. These supplemental questions will assist the Leave Team in processing the leave request. In addition, these questions will determine which fields are shown on the following page. Here is an example of the supplemental questions that display when a user selects the leave reason of Birth of a child and to bond with the newborn.

If the employee has another open leave request, the user will see a warning message when selecting the next button. This warning message is to remind users if the employee needs to update an existing request email leave@unc.edu. If this is a new request, select ‘OK’ to proceed.
The Estimated Leave Schedule section explains the leave types available. Users can select from Continuous Leave, Intermittent Leave, or Reduced Schedule Leave.

Select all the leave types that apply and indicate the estimated start date and return date (day after leave ends) for each period of leave. Complete the dates to the best of your ability. The Leave Team can update the dates later, if needed.

### Estimated Leave Schedule

<table>
<thead>
<tr>
<th>Continuous Leave</th>
<th>Intermittent Leave</th>
<th>Reduced Work Schedule Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave taken that is not broken up by periods of work. <strong>Example:</strong> An employee who had surgery and needs several weeks of continuous leave to recover.</td>
<td>Leave taken in separate blocks of time for a single qualifying reason. <strong>Example:</strong> An employee who suffers from a condition that causes “flare-ups” or periods of time where the employee needs to miss work on an intermittent basis. Intermittent FMLA leave may be taken in very small increments (e.g., hours, days).</td>
<td>Leave taken that reduces the employee’s usual weekly or daily work schedule. <strong>Example:</strong> A full-time employee is unable to work 8 hours per day and/or 40 hours per week due to a single qualifying reason.</td>
</tr>
</tbody>
</table>

Intermittent & Reduced Work Schedule leave to care for or bond with newborn or newly placed adopted or foster child may only be taken with the department’s approval and must conclude within 12 months after the birth or placement.

Continuous leave is leave not broken up by periods of work.

### Continuous Leave

- **Requesting Continuous Leave?**
  - Yes
- **Continuous Leave Start Date**
- **Continuous Leave Return Date**

Intermittent Leave is leave taken in separate blocks of time for a single qualifying reason. In the explanation field the user should indicate how the employee is requesting to use the blocks of leave time.

### Intermittent Leave

- **Requesting Intermittent Leave?**
  - Yes
- **Intermittent Leave Start Date**
- **Intermittent Leave Return Date**
- **Explain why it is needed and the proposed leave schedule.**

If the leave reason selected was Birth of a child and to bond with the newborn or placement of child with employee for adoption or foster care and to bond with the new child, an additional question will appear in the intermittent leave section. The user must indicate if the department has approved the requested leave schedule.
Reduced Work Schedule Leave is leave taken that reduces the employee’s usual weekly or daily work schedule. In the explanation field the user should indicate the reduced schedule the employee is requesting.

If the leave reason selected was Birth of a child and to bond with the newborn or placement of a child with employee for adoption or foster care and to bond with the new child, an additional question will appear in the reduced schedule leave section. This user must indicate if the department has approved the requested leave schedule.

Intermittent Leave and Reduced Work Schedule Leave can be taken concurrently. Continuous Leave dates cannot overlap with Intermittent or Reduced Work Schedule Leave dates. If the form is submitted with an overlap of dates the user will receive the following error message.

If the request was for Birth of a child and to bond with the newborn and the employee is the birthing parent, the user will see the Paid Parental Leave for Recuperation section. When requesting to use recuperation leave, the estimated recuperation start date will default to the expected delivery date or child’s date of birth added on the first page. The estimated recuperation return date will default to 4
weeks after the start date. If the date of birth changes, the approved recuperation dates will reflect the new date.

The Paid Parental Leave policy only applies for certain employee types; therefore, forms for Faculty and temporary employees will not see this section even for the above leave reasons.

If the request was for Birth of a child and to bond with the newborn or Placement of child with employee for adoption or foster care and to bond with the new child, the user will see the Paid Parental Leave for Bonding section. When requesting to use bonding leave the estimated bonding start and return dates must be completed. Bonding leave must be used for a continuous four-week period and taken within the first 12 months of the birth or placement.

If the request is for an eligible faculty member, the Faculty Serious Illness section will display to provide information about the Faculty Serious Illness policy.
If the request is for an eligible faculty member for Birth of a child or Placement of child with the employee for adoption of foster-care and to bond with the new child, the user will see the Faculty Parental Leave section. This section provides information about the Faculty Parental Leave policy and may display supplemental questions.

The Leave Accruals section will populate for employees who track time in TIM. This section will display leave balances for Sick, Vacation, and Bonus. Users must indicate if any leave balances should be retained and if so, explain the amounts.

In the Admin Leave Certification section all users must certify the information provided on the form on behalf of the employee is accurate and complete prior to signing and submitting the form.
After submitting the leave request, users will see a results page which includes a link to the Leave Document form. If the user has a document related to the leave request that they would like to submit at this time they can do so using the link.

After submitting the leave request, the employee, their supervisor, and their HR Representative will receive an email indicating the date the leave request form was submitted, the reason for leave, and instructions on how to view the form.
Form ID: 2172918
Employee: Erica Guestin | T30069795
Department: 280108 | HR Information Mgmt
Reason: Birth of a Child

This email is notification that the following Leave Request eForm was successfully submitted on 06/22/2023 and will be routed to the Leave Team in the Office of Human Resources for review.

You can view the form by doing one of the following:

1. Erica Guestin (Employee): Log into ConnectCarolina under the Self-Service homepage, select My Benefits > Leave > View My Leave Forms

2. Kristine Williams (Supervisor): Log into ConnectCarolina under the Self-Service homepage, select HR eForm > Manager eForms > View Direct Report eForms

3. Debbie Cross (HR Representative): Log into ConnectCarolina under the Admin Workcenter homepage, select HR Workcenter > Forms > View Employee eForms

Employee: If you need to update or withdraw the request, please send an email to leave@unc.edu with the Form ID in the Subject Line.

Supervisors: Please review the employee’s request for leave. If you have any questions or concerns, please send an email to leave@unc.edu with the Form ID in the Subject Line.

HR Representative: If you are not the correct HR Representative for this employee, please send an email to leave@unc.edu with the Form ID in the Subject Line and let us know the correct HR Representative.

The departmental TIM Administrator will be copied on all subsequent emails related to the employee’s request for leave. If the HR Representative or TIM Administrator contacts are incorrect or change, please send an email to leave@unc.edu with the Form ID in the Subject Line.

NOTICE TO RECIPIENT, THIS EMAIL AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS EMAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE EMAIL IS STRICTLY PROHIBITED. PLEASE DELETE THE MESSAGE FROM YOUR INBOX. THANK YOU IN ADVANCE FOR YOUR COOPERATION.
HR Representative Access to **View a Leave Request**

Select the HR WorkCenter Tile on the Admin Homepage of ConnectCarolina.

[Image: HR WorkCenter]

Select the ‘View Employee eForms’ link under the Forms folder.

[Image: Forms]

A search page will populate, HR Representative can leave the criteria blank and select search to see all forms. If the user is looking for a specific form or employee, they can use the search criteria to find the form. To see only Leave Request forms the user must search on the Form Type: LEAVE.
HR Representatives will be able to view forms in their department security. When the form opens, all fields added by the employee or HR Representative will be displayed. Fields maintained by the Leave Team will not be viewable for campus.

![Search form](image)

Use the search button on the bottom of the form to return to the search page.

If you have questions or need assistance, please call the Benefits, Leave Administration, & Total Wellbeing department in the Office of Human Resources at 919-962-3071 or email leave@unc.edu.