

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

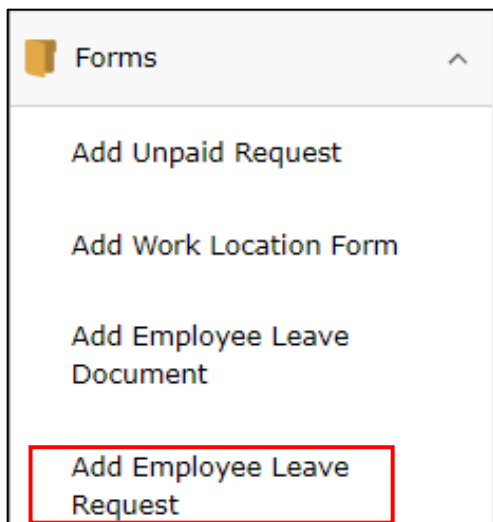
Log into ConnectCarolina.unc.edu



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](#).



The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to take up to 12 workweeks of FMLA leave in a 12-month period for any of the reasons listed.

1. Employee's serious health condition
2. To care for a child, spouse or parent with a serious health condition
3. Birth of a child and to bond with the newborn
4. Placement of child with employee for adoption or foster care and to bond with the new child
5. Qualifying exigency leave to attend to qualifying activities or events when your family member is on covered active duty or called to covered active duty
6. Military Caregiver Leave to care for a covered service member with a serious injury or illness

The purpose of this form is to request time off work for a family and medical leave reason. 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](#).

The form should be completed by the employee but can be submitted by the departmental HR Representative on the employee's behalf if necessary. The form will be used to determine eligibility for FMLA leave and other leave benefits including, Paid Parental Leave, Faculty Serious Illness & Parental Leave, and Voluntary Shared Leave (VSL).

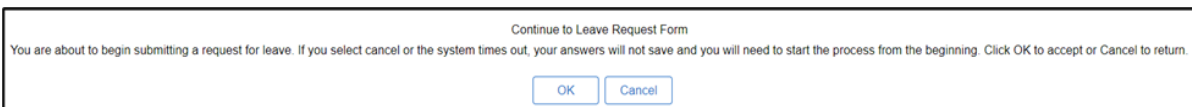
If you are submitting a request on an employee's behalf, please complete the form to the best of your knowledge. If you do not know the answer to a question, leave it blank. The Leave Team will follow up with the employee to obtain any additional information that is needed. Please do not share any personal health information in this form.

Once you submit this form, a confirmation email will be sent to you, the employee, and the employee's supervisor with instructions on how to view the form. The form will be routed to the Leave Team in the Office of Human Resources to review.

If you need to update or withdraw the request after you have submitted the form, send an email to leave@unc.edu. If you have questions about leave or need assistance, contact the Leave Administration Unit at leave@unc.edu.

Next

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.

Employee Information

*Employee PID

Department

Name

Department Description

UNC Email Address

Preferred Communication Email (Will be used in place of UNC email if completed)

Supervisor Name

Preferred Phone

*HR Representative

*Regular Work Schedule: Days of the week & Hours per day (Ex. M-F, 8 hrs. per day, 8:30 AM - 5:30 PM)

TIM Admin Name

Lookup

Search for: Employee PID

▼ **Search Criteria** [Show Operators](#)

Empl ID (begins with)

Name (begins with)

▼ **Search Results**

Only the first 300 results can be displayed.

300 rows

Empl ID	Name	Company	Department
---------	------	---------	------------

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.

Employee Information

*Employee PID

Department 260108

Name Erica Gustin

Department Description HR Information Mgmt

UNC Email Address erica_gustin@unc.edu_UNC

Preferred Communication Email (Will be used in place of UNC email if completed)

Supervisor Name Kristine Williams

Preferred Phone

*HR Representative

*Regular Work Schedule: Days of the week & Hours per day (Ex. M-F, 8 hrs. per day, 8:30 AM - 5:30 PM)

TIM Admin Name Debbie Cross

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

Leave Reason

Select a reason for requesting leave below.

Employee's Serious Health Condition	<input type="radio"/> No
Family Member's Serious Health Condition	<input type="radio"/> No
Birth of a child and to bond with the newborn	<input type="radio"/> No
Placement of child with employee for adoption or foster care and to bond with the new child	<input type="radio"/> No
Military Family Leave for Qualifying Exigency	<input type="radio"/> No
Military Caregiver Leave	<input type="radio"/> No

[Previous](#) [Next](#)

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

A Leave Reason must be selected to continue to next page.

[OK](#)

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.

Leave Reason

Select a reason for requesting leave below.

Employee's Serious Health Condition No

Family Member's Serious Health Condition No

Birth of a child and to bond with the newborn Yes

Placement of child with employee for adoption or foster care and to bond with the new child No

Military Family Leave for Qualifying Exigency No

Military Caregiver Leave No

Birth of a Child

Eligibility determinations will be made based on the expected date of delivery if the child has not been born yet.
Birthing parent refers to the parent who has/will give birth.

*Parent Type

*Expected delivery date or date of birth

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.

Other Open Case

You have an open leave request. If you need to update the existing request, please 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		
Please review the following table before answering the questions below. Select <u>all</u> the leave types that apply and indicate the estimated start date and return date (day after leave ends) for each period of leave . If the dates of leave change, please notify the Leave Administration Team as soon as possible and they will update your request.		
Continuous Leave	Intermittent Leave	Reduced Work Schedule Leave
Leave taken that is not broken up by periods of work. Example: An employee who had surgery and needs several weeks of continuous leave to recover.	Leave taken in separate blocks of time for a single qualifying reason. Example: 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)	Leave taken that reduces the employee's usual weekly or daily work schedule. Example: A full-time employee is unable to work 8 hours per day and/or 40 hours per week due to a single qualifying reason.
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?	<input checked="" type="checkbox"/> Yes
*Continuous Leave Start Date	<input type="text"/>
*Continuous Leave Return Date	<input type="text"/>

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?	<input checked="" type="checkbox"/> Yes
*Intermittent Leave Start Date	<input type="text"/>
*Intermittent Leave Return Date	<input type="text"/>
*Explain why it is needed and the proposed leave schedule.	<input type="text"/>

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.

*Has your department approved your 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.

Reduced Work Schedule Leave

Requesting Reduced Work Schedule Leave? Yes

*Reduced Work Schedule Start Date

*Reduced Work Schedule Return Date

*Indicate the days and the number of hours per day requesting to work. (e.g., 5 hours/day, up to 25 hours a week)

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.

*Has your department approved your 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.

Overlap

The dates requested for intermittent leave overlap with the dates for continuous leave. Please review your entries.

OK

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.

Paid Parental Leave for Recuperation

Based on the information provided, you may be eligible for Paid Parental Leave (PPL). For more information, visit the [Paid Parental Leave policy](#).

Eligible employees who have given birth may receive a maximum of four weeks of PPL for recuperation during the disability period associated with the birth of a child. **This leave must be used as a continuous four-week period of leave commencing immediately following the birth of a child.** The PPL Recuperation dates below are based on the expected date of delivery and are subject to change. The Leave Administration Team will review your request and communicate with you and your department regarding your eligibility for PPL Recuperation Leave.

*Requesting Recuperation Leave?

Recuperation Leave Start Date 07/31/2023

Recuperation Leave Return Date 08/28/2023

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.

Paid Parental Leave for Bonding

Based on the information provided, you may be eligible for Paid Parental Leave (PPL). For more information, visit the [Paid Parental Leave policy](#).

PPL for Bonding leave must be used as a continuous four-week period to care for and bond with an eligible child. This leave must be taken within the first 12 months of the birth or placement.

*Requesting Paid Parental Bonding Leave?

*Bonding Leave Start Date

*Bonding Leave Return Date

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.

Faculty Serious Illness Leave

Based on the information provided, you may be eligible for Faculty Serious Illness Leave (FSIL). For more information, visit the [Faculty Serious Illness, Major Disability, and Parental Leave policy](#).

FSIL grants eligible faculty members with up to sixty (60) calendar days of paid leave in a fifty-two (52) week period. FSIL runs concurrently with leave taken under the Family and Medical Leave Act (FMLA) if applicable. The Leave Administration Team will review your request and communicate with you and your department regarding your eligibility for FSIL.

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.

Faculty Parental Leave

Based on the information provided, you may be eligible for Faculty Parental Leave (FPL). FPL runs concurrently with Faculty Serious Illness Leave (FSIL) and leave taken under the Family and Medical Leave Act (FMLA) if applicable. For more information, visit the [Faculty Serious Illness, Major Disability, and Parental Leave policy](#). The Leave Administration Team will review your request and communicate with you and your department regarding your eligibility for FPL.

*During what timeframe is Faculty Parental leave being requested?

*Does this employee's spouse work for the University?

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.

Leave Accruals

Employees have several options for using accrued leave under the Family and Medical Leave (FMLA) policy. In some cases, the specific situation will limit the options available. For more information, see "Leave Charge Options" section on the [Family and Medical Leave policy](#).

For additional leave types that are not listed or for balances updated after the effective date listed below, view [TIM](#) directly.

Balances below are effective as of: 2023-04-30

Sick Leave 200.47

Vacation Leave 200.6

Bonus Leave 0

Total Leave Balance 401.07

*Do you want to retain any leave balances (if allowable)?

*Explain what leave and amounts should be retained.

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.

Admin Leave Certification

*I certify that the information I have provided on this form on behalf of the employee is accurate and complete.

*Admin Signature Signature Date 07/13/2023

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.

Successfully Submitted

You have successfully submitted a leave request on behalf of an employee. This request will be routed to the Leave Administration Unit to review and determine if the employee is eligible for Family and Medical Leave and any additional benefits.

If you have a document related to this leave request and you would like to submit the document on behalf of an employee at this time, visit the [Add Employee Leave Documents eForm](#) link below.

If you do not have related documents to submit at this time, you can add them on behalf of the employee later using the [Leave Document eForm](#) (Admin WorkCenter > HR WorkCenter > Forms > Add Employee Leave Document).

The employee, their supervisor, and TIM Administrator will receive an email that you have submitted a leave request and they will be able to view it. Please do not share any personal health information in this form.

If you have any questions, please email leave@unc.edu.

[Add Employee Leave Documents](#)

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 Gustin | 730069795

Department: 260108 | 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 Gustin (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.

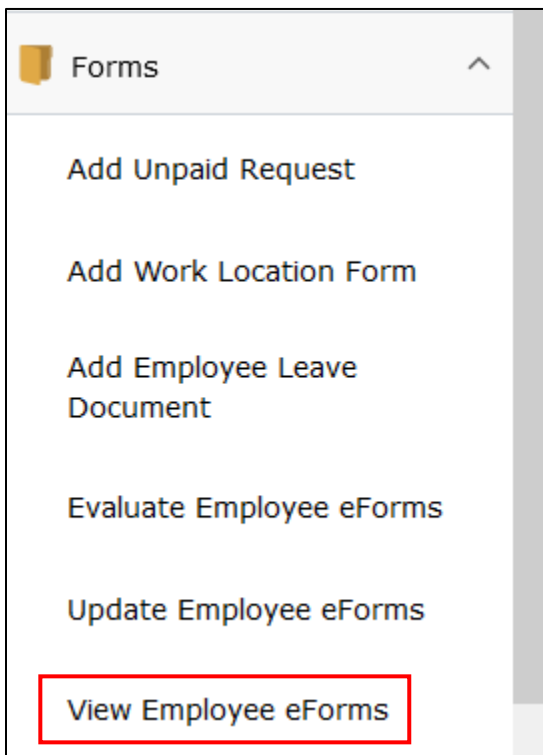
NOTICE TO RECIPIENT: THIS E-MAIL, AND THE DOCUMENTS ACCOMPANYING THIS TRANSMISSION ARE CONFIDENTIAL AND MAY BE A COMMUNICATION PRIVILEGED OR PROTECTED BY LAW. IT IS MEANT FOR ONLY THE INTENDED RECIPIENT. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THE E-MAIL 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.



Select the 'View Employee eForms' link under the Forms folder.



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.

SEARCH : View an Employee eForms eForm

Search by:

Form ID Begins Wth

Form Type Begins Wth

Form Status Equals

Employee PID Begins Wth

Name Begins Wth

Department Begins Wth

Original Operator Begins Wth

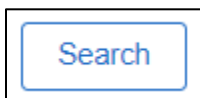
Original Date Equals

Company Begins Wth

Personalize | Find | View All | First 1-36 of 36 Last

Form ID	Form Type	Form Status	Employee PID	Name	Department	Original Operator	Original Date	Last Operator	Last Date	Company
2172918	LEAVE	Saved	730069795	Erica Guestin	260108	eguestin	2023-05-08	eguestin	2023-06-08	UNC

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.



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.