*EHG FEMLA/OFLA Process*

Dec 30, 2021

* Employees who work 30 hours a week or more and have worked 1,250 hours during the 12 months prior to the start of leave may qualify for FMLA/OFLA leave.
	+ 12 months of employment is not required to be consecutive for the employee to qualify for FMLA.
* Managers will complete the Embarcadero Leave of Absence Request form and submit electronically to Xenium and CC, Marcy Mee at Marcyehg@gmail.com for employee’s who request FEMLA/OFLA.
	+ You do not need to submit medical documentation with the request, Xenium HR Support team will follow up with the employee to collect needed documentation to determine FMLA/OFLA eligibility.
* Xenium will track approved FEMLA/OFLA hours for eligible employees and will

communicate the hours with EHG HR and the employee’s manager.

* + The employee is required to notify the manager when calling out that it is for an approved FEMLA/OFLA condition and the manager will ensure that the time is coded correct in Prism and will notify EHG HR, (Marcy), Marcyehg@gmail.com
	+ If the employee is on intermitted FEMLA/OFLA the manager and EHG HR will track the hours.
* FMLA/OFLA requires the employer to maintain group health benefits during the leave as if the employees continue to work instead of taking leave.
* Employees are required to use any accrued PTO time over 40 hours when using FEMLA/OFLA related time.
* The employee will continue to accrue PTO while out on FEMLA/OFLA.

Pay Codes:

LOA Paid

LOA Unpaid