

Frequently Asked Questions: Atrium Health Leaders

1. Who is the ReedGroup?

The ReedGroup is the vendor who owns the LeavePro software.

2. What is eligibility and determination?

As an employer, Atrium Health is required to respond to the teammate within five business days of receiving a request of the need for FMLA leave. This response must establish whether the teammate is eligible for FMLA leave and notify the teammate of their rights and responsibilities under FMLA. A teammate may be eligible for a leave(s) based upon their length of service and number of worked hours. For medical leaves, certification from a health care provider is required. Once the documentation is received and reviewed, a determination (or decision) is made regarding if the leave is approved or not. Notification to the teammate and the leader regarding the eligibility and determination are sent from the LeavePro system.

3. What is the teammate required to submit to HR Leave Administration prior to returning from leave?

The type of leave determines what form is required to be submitted prior to returning from a leave.

- Teammate Health Condition- Fitness for Duty
- Family Health Condition- Return from Family Care Leave
- Military- Return from Military Leave (or Return from Family Military Leave)

4. What is the process to follow when a teammate applies and/or is approved for a personal leave?

Personal leaves must be approved by the teammate's direct supervisor and the department VP. Teammates who go out on a leave of absence are not job-protected and the teammate's health plan, life, and disability benefits coverage will stop at the end of the next pay period. Refer to HR Policy 4.13 for additional details.

5. After FMLA has ended, can a teammate move into non-FMLA for job protection?

No, if a teammate is eligible for FMLA then they are not eligible for non-FMLA once their FMLA is exhausted.

6. Can a teammate be approved for more than one intermittent leave?

Yes, multiple leaves of absence can be approved for the same teammate.

7. How is a teammate paid during a parental leave?

The HRLA team will ensure that teammate is paid their regular salary during a parental leave. The leader should not code PTO for a parental leave.

8. How much time away from work can a teammate use after giving birth?

Based upon the number of hours worked in the previous 12 months and their length of service, a teammate may be eligible for up to 12 weeks of FMLA.

9. Who is responsible for entering intermittent absences in LeavePro?

The teammate is responsible for entering any intermittent absences into LeavePro. The leader also has the ability to enter these absences on the teammate's behalf and should ensure that the time is entered.

10. How long does it take for return to work approval?

We ask that teammates submit their return to work documentation as soon as possible but at least 3 days prior to when they plan to return to work. Return to work documentation is only required for continuous leaves of absence.

11. Do leaders need to apply through LeavePro if a teammate is out for a Worker's Comp Leave?

The Worker's Comp department will initiate a leave in LeavePro for teammates out on an approved Worker's Comp leave.

12. How does a leader know if a teammate is getting disability payments?

The teammate and leader should have a conversation in regard to if/when a teammate begins to receive Short-term Disability payments. A teammate should not be receiving PTO and STD payments at the same time. If eligible and approved for STD, STD payments kick in after a 14-day waiting period, unless they have the STD buy-up in which case payment would begin after a 7-day waiting period.

13. What codes should I enter in Kronos when out on a leave of absence.

Refer to the time coding flow charts for more information and use as a guide. Reach out to the HR Service Center with specific questions.

*For specific questions regarding a teammate's leave of absence or your own leave of absence, please contact the HR Service Center at HRServiceCenter@AtriumHealth.org or 704-631-1500.