

## HRA Actions for Extended Absences

# Employees on Unapproved Extended Absence/Leave

This guide addresses how to handle employees that are still in an “active” status but who should more appropriately be placed in a non-pay status or removed from the rolls.

## Role of HRAs.

**Why it matters:** Employees on unapproved extended absences or extended leave cause inaccuracies in agency vacancy numbers and cost the District government money due to the continued payment of fringe benefits. Agency HRAs are uniquely positioned to identify any agency employees that may be potentially abusing extended absence/leave and to resolve any such instances.

When an agency employee has been identified as a potential abuser of extended absences/leave, HRAs should follow these general steps:

1. Investigate any potential causes of the extended absence/leave period using the “*HRA Investigation Worksheet: Employee Extended Absence/Leave*” on Page 3 of this document.
  - Identify any other issues such as FMLA leave periods, ADA accommodation, absenteeism etc. that may be contributing to the employee’s extended absence.
  - Keep track of all correspondence. Follow up on any verbal or phone conversations in writing, if possible.
  - **Ensure the agency's General Counsel is kept informed during the investigation.**
2. Follow the recommended HRA actions for the most common causes of extended absence/leave, as outlined.
3. Use the Employee Relations templates on the DCHR intranet when sending official letters to employees.

# HRA Actions Following Common Causes of Extended Absences/Leave

## **Employee is deceased.**

**HRA Action:** Acquire the death certificate or obituary and contact DCHR Benefits. DCHR Benefits will process the death action.

## **Employee has resigned.**

**HRA Action:** Place a Termination/Resignation action in PeopleSoft.

## **Employee has a pending termination action in PeopleSoft.**

**HRA Action:** Process the Termination Action in PeopleSoft if there are no outstanding concerns.

## **Employee is undergoing disciplinary proceedings.**

**HRA Action:** Follow Discipline Policy (Chapter 16 of DPM).

## **Employee is not showing up for work or is missing.**

**HRA Action:** Document all efforts to contact the employee and follow any CBA requirements regarding contact attempts and disciplinary actions.

- Issue a “Where Are You” letter containing a clearly identified return to work date and a request for response within 15 calendar days.
  - If return to work date passes with no explanation, proceed with Chapter 16 progressive discipline.
- Issue an AWOL Notice to the employee’s email and address of record.

## **Employee is sick and has run out of leave options.**

**HRA Action:** Inquire about other forms of leave (e.g. voluntary leave transfer options).

- Place an LOA action in PeopleSoft.
- Benefits will carry for 365 days.

## **Employee is on FMLA protected leave or has submitted a request for FMLA protected leave.**

**HRA Action:** Follow FMLA policy.

- Direct the employee or timekeeper to complete a timesheet on a biweekly basis and use any leave available to the employee.
- Place an LOA action in PeopleSoft if employee will be using LWOP.

## **Employee has an ADA Accommodation or has submitted a request for an ADA accommodation.**

**HRA Action:** Follow ADA policy and await ADA determination

# HRA Investigation Worksheet: Employee Extended Absence/Leave

1. EMPLOYEE INFORMATION	
Employee Name:	
EMPLID:	
Position #:	
Date of Hire:	
Is the employee covered by a CBA? :	<input type="checkbox"/> Yes (name of union) : _____ <input type="checkbox"/> No

2. FACT GATHERING	
Date the employee was last recorded as present at work:	
Date of last known contact with the employee:	
Date and outcome of HRA contact attempt:	<input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful
Extenuating circumstances:	<input type="checkbox"/> FMLA <input type="checkbox"/> Recent Grievance <input type="checkbox"/> ADA <input type="checkbox"/> Exhausted all leave <input type="checkbox"/> Other: _____

3. ADDITIONAL INFORMATION	
Provide any additional contextual details or information. Provide information regarding the content and gist of any successful contact attempt, extenuating circumstances, or CBA requirements.	