SUPERVISOR’S GUIDE FOR EMPLOYEE’S ON LEAVE (OR AN EXTENDED ABSENCE)

**Timekeeping & Coding**
Supervisors and timekeepers remain responsible for timekeeping and coding throughout the course of the employee’s absence.

- **Coding:** Employee absences need to be correctly coded to avoid payroll issues.
  - Personal Illness Code ‘A’ is only used when an employee confirms their absence is or was due to personal illness.
  - Family Illness Code ‘B’ is only used when an employee confirms their absence is or was due to a family illness.
  - Unpaid – Code ‘M’ is used if the employee has not confirmed that an absence is or was due to personal or family illness.
  - Administrative Leave – Code ‘L’ for employees who are off work while on administrative leave.
  - Date of Initial Workplace Injury – Code ‘L’ for any lost time only on the date of injury. Any time, after the initial date of injury will need to be approved for ‘J’ time.
  - Employees who have an active workers’ compensation claim may not be coded ‘J’ time, without approval. For questions about whether an employee is approved for J time, contact the workers’ compensation specialist at orm@bcps.org.
  - Sick & Safe Leave – Code ‘H’ – Substitutes, temporary, and contractual employees may be eligible for sick and safe leave so that they are compensated when they need to be off work due to illness. Sick and safe leave information can be located on the [Office of Temporary Services website](#).

- **FMLA:** Employees who are off work on FMLA leave may use their personal illness leave and vacation time to run concurrent to their FMLA leave.

- **Coding Corrections:** Payroll corrections will need to be initiated by the supervisor/timekeeper. The corrections will need to be sent to the Office of Payroll for processing. OEARM does not correct payroll coding errors.

- **Exhausted Time:** An employee who has been off work due to personal illness or family illness needs to be coded as such, even if the employee has exhausted their time.

- **Absent Employees:** Employees who have not reported to work should not be receiving regular pay as if they have been working. Proper timekeeping requires coding the employee’s absence.
• **Release of Position**: If the employee’s position is released, you remain the timekeeper of record until the employee is assigned to a different position at BCPS.

**Medical Documentation & Return to Work**

Supervisors and OEARM must serve as partners in managing employee absences. Often, employees communicate with their worksite before communicating with OEARM. Supervisors and timekeepers must keep OEARM informed of any communications from employees regarding the receipt of medical documentation and return to work matters.

• **Handling Medical Documentation**: If an employee is in the IDM program, EAMP, or on a leave of absence, forward any medical documentation from the employee to OEARM. In the email, provide the employee’s name and the program the employee is in. Forward the documentation to rtw@bcps.org.

• **Return to Work Clearance**: Employees who have been off work on an extended absence must submit to OEARM documentation clearing them to return to work. The failure of the employee to submit the medical documentation to OEARM may lead to severe consequences, including recommendations for termination. If an employee communicates return to work matters to you or provides you with a medical release to return to work, instruct the employee to submit their return to work documentation to OEARM digitally by clicking here to complete the **Return to Work Submission Form**. Employees may not return to work until cleared to do so by OEARM.

• **Administrative Leave**: Employee’s on administrative leave may not return to work until cleared to do so by Human Resources.

**Communicating with Employees on Leave**

Communications with employees who are on a leave of absence should be limited to avoid any concerns of the employee believing they are being directed to perform work while on leave.

• **Personal Belongings**: Occasionally, employees who are off work on a leave or an extended absence will seek access to the school to obtain personal belongings. As the supervisor, you may schedule time for the employee to retrieve personal belongings at a time that is least disruptive to the worksite.

• **BCPS Property**: If the employee has BCPS property that you need like keys or laptops, you may communicate with the employee to coordinate the return of the property.

• **Work Matters**: Employees who are on leave should not be conducting work or communicating with students and parents. If you find that this is happening, please instruct the employee not to engage in such communications while on leave. You may contact an employee for limited reasons, such as identifying where files or documents are located so that others may cover the work.