



Lunch & Learn

Understanding Emergency Leave Benefits

With Suzan Hartlieb





Today's L&L:

- **ELB** (2-9)
- **FMLA** (10-12)
- **AFLA** (13-14)
- **Q&A** (15)



The purpose of the Emergency Leave Bank

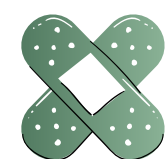
 For participants who experience a personal or immediate family health emergency

AND have less than 75 hours of annual leave available to them

 **What Qualifies?**

Determined on a case by case basis but general rules of thumb:

- An emergency is a serious, unexpected situation requiring immediate attention
- Must meet general FMLA guidelines outlined in 29 CFR 825



Participation is voluntary!



Examples of Use and Eligibility

**Must be an ELB participant to utilize*

Leave balance

- if you have 50 hours of annual leave available to you and qualify for ELB, you will be authorized 25 hours for the pay period. If you do not use your immediate emergency leave, it will be returned to the emergency leave bank.

ELB eligibility

- A situation may meet FMLA or AFLA criteria but not meet ELB criteria.
- On the other hand, if the participant is not eligible for FMLA or AFLA, they can still be eligible and entitled to use the ELB



What ELB can not be used for

To extend personal leave

- ELB can not be used to extend personal leave nor for a common cold or flu or normal pregnancy



How to join the ELB

Leave hours to contribute

- May elect to contribute an amount of leave to be determined by ASEA but **not to exceed 7:30** hours annually. In some years, depending on the status of the bank, no contribution is necessary.
- New employees may elect to contribute 7:30 hours by notifying ASEA within their **first 30 days of hire**
- ELB open enrollment takes place in **November** of each year



How to join/leave ELB cont.

- Current ELB participants:
 - If you want to **remain/stay** in the bank, no action is needed, an additional amount as determined by ASEA – not to exceed 7:30 hours will be deducted – normally during the second pay period in January.
 - If the necessary hours aren't available by January, once available, the necessary hours will be deducted up until April 1
 - If you want to **discontinue** participation with the bank, notify ASEA during open enrollment and no additional leave hours will be withdrawn and you will be removed (November 1 – 30).
- New Employees:
 - Must notify ASEA within their first 30 days of hire if wanting to join and 7:30 of leave hours will be deducted



ELB Funds and Uses

All leave donated to the bank shall remain the property of the bank

- Requests for withdrawals and authorization from the Bank can only be made by the Executive Director of ASEA or another person as designated by ASEA.
- Bank withdrawals can only be made to benefit bargaining unit members participating in the bank who meet the requirements for ELB use.
- ASEA may decided to forgo the annual contribution by members during Open Enrollment. This is decided based on the status of the funds in the bank.



Other ELB considerations

- Participants who have exhausted FMLA but who remain entitled under AFLA have ELB priority
- Participants who are not eligible for FMLA or AFLA due to threshold requirements, but who are otherwise eligible, are entitled to use ELB
- ELB participants may be eligible to use up to 37:30 hours per leave year. And additional hours may be granted in extreme emergency situations



How to make a request for Emergency Leave

Must be made in person, over the phone

unless a member is unable, then a spouse or adult child may act on their behalf

- Contact ASEA Headquarters by dialing 907-277-5200 and select Option 2
- ***IMPORTANT** Make sure that your SICK/PERS box OR FMLA/AFLA box is checked on your leave slip for payroll to apply the ELB as authorized by ASEA



Leave Slip Form Field Explanations

STATE OF ALASKA				LEAVE REQUEST/REPORT			
EMPLOYEE'S NAME (PRINT - LAST - FIRST - MIDDLE INITIAL)				BU	DEPT NO	EMPLOYEE I.D. NUMBER	
1				2	3	4	
DATE LEAVE BEGINS 5		AM PM	DATE LEAVE ENDS 6		Total Hrs. 7		Supervisor Approval 8
MONTH DAY HOUR			MONTH DAY HOUR				
LEAVE TYPE - CHECK ONLY ONE 9							
☐ ANN/PERS	☐ MILITARY	☐ AUTH LWOP		☐ LV CASH-IN	☐ BUS LV USED		
☐ SICK/PERS	☐ COURT	☐ DISC LWOP		☐ OTHER (Explain Below)	☐ BUS LEAVE		
☐ FMLA/AFLA	☐ WKRS COMP	☐ UNAUTH LWOP			☐ UNION APPVD		
This form must be submitted within 24 hours after return to duty.				LV DONATED TO 11		☐ BUS LV LABOR REL APPRVD	
EXPLANATION: 10							
				12		DATE	
				EMPLOYEE SIGNATURE			
				13		DATE	
				APPROVING OFFICER			

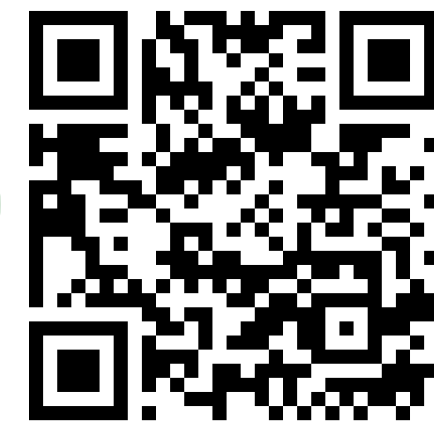
NOTE: No leave with pay will be granted in excess of that accrued to employee's credit. Bargaining Unit restricts leave type availability.

Important deadlines

- **All applications for ELB use have deadlines**
- **It is imperative to contact ASEA to request ELB 2 days after a pay period ends**



*FYI- Also, Workers Comp claims must be filed within 30 days!
Call toll free: 877-783-4980 or
email: workerscomp@alaska.gov*



The Family Medical Leave Act - overview

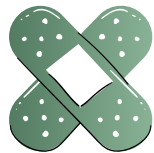
-  Federal Law
-  Provides eligible employees up to **12 weeks** of **unpaid**, job health insurance protected leave
-  Intended to help employees balance work and family responsibilities
-  Applies to all public agencies and companies with 50 or more employees



FMLA
Family Medical Leave Act

Examples of FMLA uses

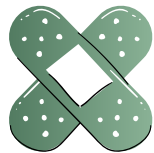
Employers MUST provide eligible employees with up to 12 weeks of unpaid leave for any of the following:

-  Medical leave for a serious health condition preventing the employee from being able to work
-  to care for a newborn or newly placed child
-  to care for a spouse, child, or next of kin, or covered service member with a serious health condition, injury, or illness
-  And certain military family leave entitlements



Utilizing FMLA

Important notes

-  You must have physically worked at least 1,250 hours in the year
-  You can not retain hours once you are on FMLA and any leave you have on the books will be used. As long as you have leave on the books, you will accrue leave



Alaska Family Medical Leave Act

- ❖ State Law
- ❖ Provides eligible employees up to **18 weeks** (in a 12-month period) of **unpaid**, job protected leave
- ❖ Intended to help employees suffering from a serious medical condition, going through pregnancy, childbirth, or adoption.
- ❖ Must have physically worked for at least 35 hours a week for 6 consecutive months to qualify



Utilizing AFLA and its relation to FMLA

- ✚ AFLA consists of 18 weeks and can be considered every 2 years
- ✚ AFLA runs concurrently with FMLA for those who qualify for FMLA
- ✚ Under AFLA, recipients can retain up to 37.5 hours but may only be used once completely off of AFLA

Note: You can only retain leave that you have. E.g., if you only have 10 hours of leave on the books, 10 hours of leave is all you are able to retain

*Visit Absence Management for utilizing
and additional questions:
soa.absence.management@alaska.gov*



Clear as mud?

*No matter what, contact ASEA
when trying to navigate these
leave banks:*

*Call: 907-277-5200
or Email (for non-urgent)
questions:
aseahq@afscmelocal52.org*

