



LOA CHECKLIST – SHORT-TERM DISABILITY

	Items to be Completed for Employees
	View IT0000. Ensure that EE is not already on a LOA.
	View EE's eligibility for any requested leave.
	Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
	If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
	Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
	STD 60-Day Waiting Period is always the first action created. Any other subsequent STD actions begin on day 61, with exception of STD Extended, which is over and above the first 12 months of STD leave.
	Make sure that you enter notes both on the PCR and on the Action.
	Do NOT enter "Last Day Worked" on Employee Action Request.
	On IT0001, use the contract field if the employee is going on STD with less than 5 years of state service.
	On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.
	With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates up to the holiday. A subsequent PA30 transaction for IT2001 would need to document the holiday itself. A follow-up PA30, IT2001 would need to document leave taken after the holiday. Repeat if multiple holidays.
	STD Specialist completes Forms 714 and 711. Doctor completes Form 703. Employee returns Form 703 every 30 days. STD Specialist enters a separate IT2010 for each Form 703 returned.
	On IT2010, use the appropriate Wage Type: 1st 6 months: 1332 if EE did NOT have 5+ years of service prior to 08/12/1989 1333 if EE DID have 5+ years of service prior to 08/12/1989 2nd 6 months: 1334 if EE did NOT have 5+ years of service prior to 08/12/1989

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	1335 if the EE DID have 5+ years of service prior to 08/12/1989
	For STD Regular and STD Leave, it is the agency's responsibility to notify the State Retirement system of the reimbursable amount for the second six months of STD. Also, run the Wage Type Reporter to get the numbers, and notify the EE when the STD is pending between extended and long-term.
	When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee's original work schedule and time recording are entered.
	Reinstatement should be either Rtn From STD Tr-Reh, STD w/Restrictions or STD Complete, depending on doctor's statement.