

## **eSTAR - FMLA QUESTIONS & ANSWERS---Sent 4/14/16**



### **How will FMLA be handled when we go live on April 17<sup>th</sup>?**

eSTAR's Absence Compliance Tracker (ACT) processes and tracks FMLA-related leave requests, maintains FMLA documents and ensures compliance with Federal and State Laws.

Current FMLA cases and future FMLA cases will be maintained by ACT.

### **On Monday, April 18<sup>th</sup> the ACT Case Management team will manage current FMLA cases and new FMLA cases.**

### **What happens to my FMLA that has been approved by my Manager?**

As of Monday, April 18<sup>th</sup> The ACT Case Management Team will manage your current FMLA. eSTAR's ACT Module will help facilitate and track your current FMLA leave.

### **PLEASE NOTE**

**Approved FMLA leave data will be sent to eSTAR on April 20<sup>th</sup>, and you will be able to review your approved FMLA leave data on Monday, April 25<sup>th</sup>. Select the ACT Balances tab on your timesheet to review your FMLA leave.**

### **Is there a new process for requesting FMLA?**

Yes.

Employees can create a request for FMLA by using eSTAR. If you need assistance, the ACT Case Management Team will guide you through your request for FMLA.

### **Will my manager or supervisor approve my FMLA in eSTAR?**

No.

Your FMLA request will be assigned to an ACT Case Manager. The ACT Case Manager is responsible for managing your FMLA request. The exchange of FMLA documents, medical information, and communication are confidentially handled by your ACT Case Manager. The ACT Case Manager will determine FMLA eligibility and designate FMLA or deny FMLA.

### **How will my manager know if my FMLA is approved or if my FMLA is denied?**

The ACT Case Manager will notify your manager if your FMLA is approved or denied.

### **Will I need to create leave requests if I am approved for FMLA continuous leave?**

No.

Your FMLA continuous leave will write directly to your timesheet. Your ACT case number will appear on your timesheet too.

**Will I need to create a leave request if I am approved to take FMLA intermittently?**

Yes.

Each time you need to take intermittent FMLA you must create a leave request for FMLA.

**What if I need to take intermittent FMLA during the week of April 17<sup>th</sup>?**

You must wait to submit your intermittent FMLA leave until the week of April 25<sup>th</sup>. The ACT Case Management team will be able to assist you if needed.

**Who will assist me if I have a disability case, workers' compensation case or need donated leave?**

The ACT Case Management Team will also manage other leave-related cases.

**ACT CASE MANAGEMENT TEAM CONTACT INFORMATION**

Act Case Manager	Crystal Comeger	<a href="mailto:Crystal.Comeger@delaware.gov">Crystal.Comeger@delaware.gov</a>	255-2746
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