

Welcome to Leave Training for Long Island Rail Road



AGENDA

- Introductions
- Workpartners Process
- Policy Information
- Program Specifics
- Platforms and Access
- Questions

INTRODUCTIONS



Linda Croushore
AVP, Absence Management



Brian Curley
Account Manager



Lindsay Schreiber
Director, Absence Management



Chris Power
Sr. Project Analyst



Angelina Daley
Systems and Implementation
Analyst

**Note: these individuals are not points of contact for assistance with absences/leaves.*

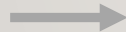
EXCITING NEWS!

BEGINNING 3/18/2025, OUR NEW ABSENCE MANAGEMENT
PARTNER IS WORKPARTNERS

Workpartners is part of the University of Pittsburgh Medical Center (UPMC). They have provided absence management services for over 25 years.

Workpartners provides analytics, health advocacy, absence management, and HR solutions to clients in a wide variety of industries, such as transit, healthcare, education, manufacturing, human services, real estate, and government.

PATH TO GO-LIVE



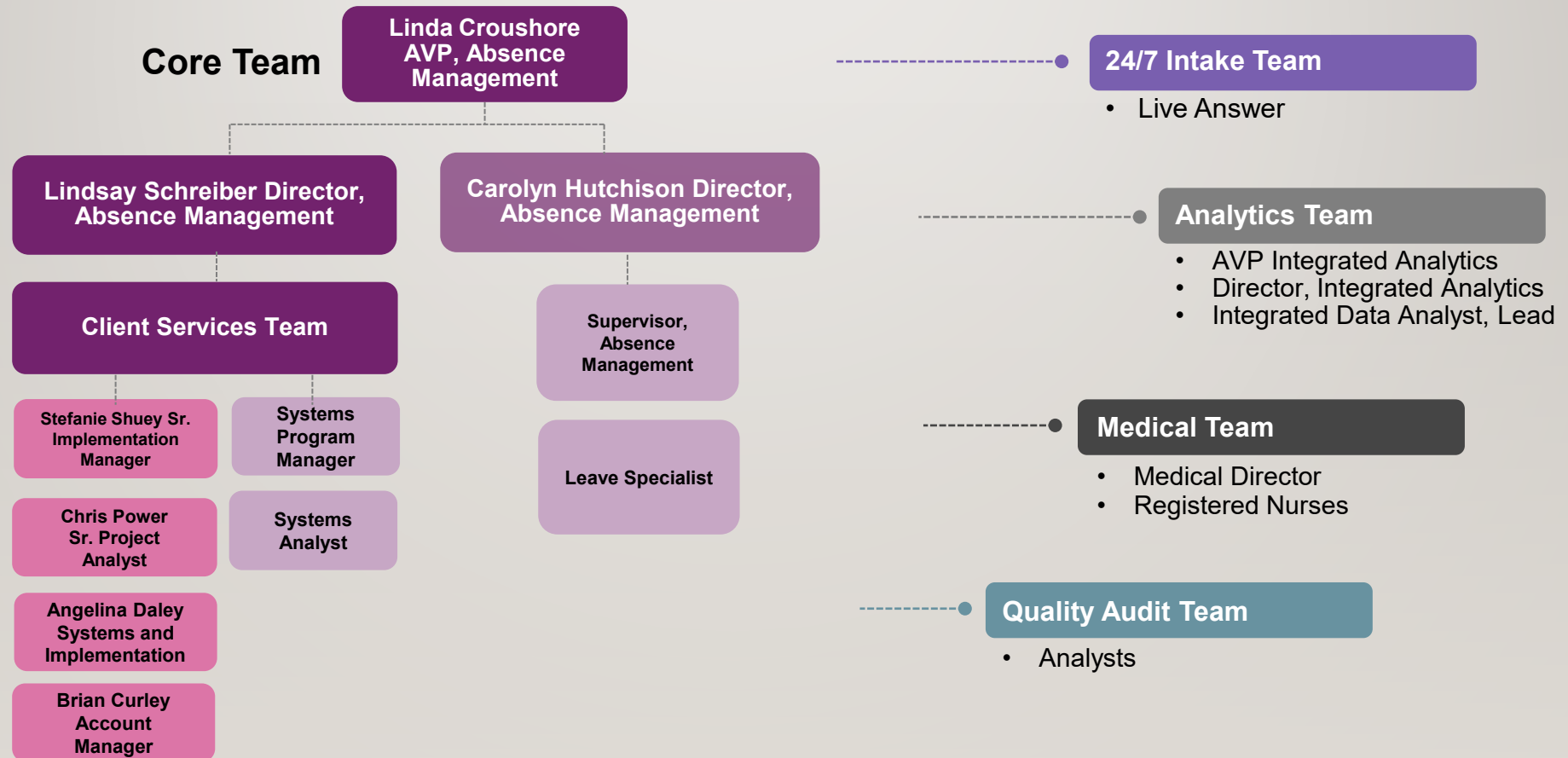
Department Head Training
2/6/2025

Union Representative Training
2/12/2025

Marketing and announcements
provided to employees
Week of 2/17/2025

Program Go-Live
3/18/25

THE WORKPARTNERS TEAM



WORKPARTNERS CONTACT INFORMATION FOR LIRR EMPLOYEES



Intake Phone Number: 1-833-325-7004

- To request leave, report intermittent time, report intermittent absences, and discuss questions related to leave/policies



Online Portal: <https://www.workpartners.com/portal>

- Portal to request leave, report intermittent time, review status updates on a leave case and upload leave related documentation



Toll-free, Secure Fax Number: 1-844-531-4854

- To send paperwork related to leave/absence (medical certification, documents, etc.)



Email Service Account: LIRRFMLA@workpartners.com

- To send paperwork related to leave/absence and communicate with specialist
- **Not an avenue for reporting intermittent time or intermittent absences**



TYPES OF LEAVE IN SCOPE

- Family Medical Leave Act (FMLA)

FAMILY MEDICAL LEAVE ACT (FMLA) INFORMATION

The FMLA entitles eligible employees to take 12 weeks of unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.



FAMILY MEDICAL LEAVE ACT (FMLA) INFORMATION

Qualifying Leave Reasons for FMLA:

- Birth/Adoption/Placement of a Foster Child
- Child/Spouse/Parent's Serious Health Condition
- Own Serious Health Condition
- Pregnancy/Maternity
- Family member of a servicemember of the US Armed Forces on active duty or impending call to active duty (Exigency)
- Family member caring for an injured servicemember or veteran

Eligibility Criteria:

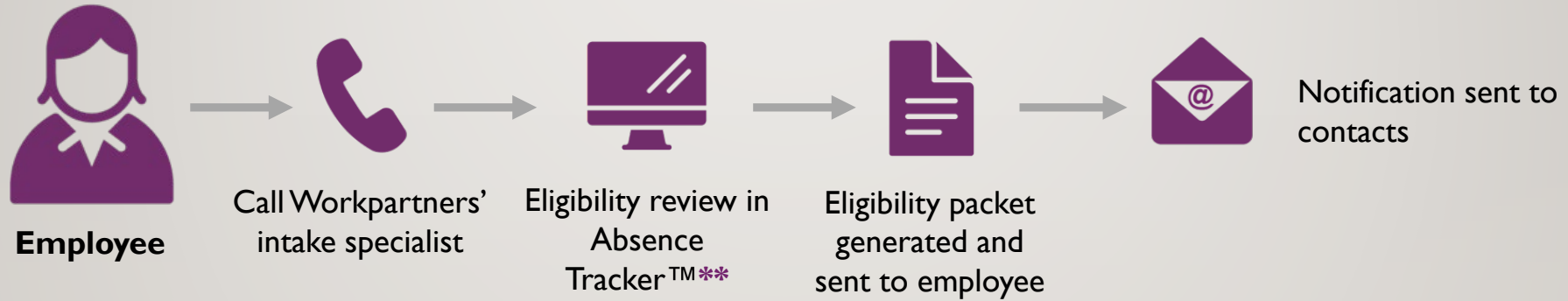
- 12 months of service with the employer

AND

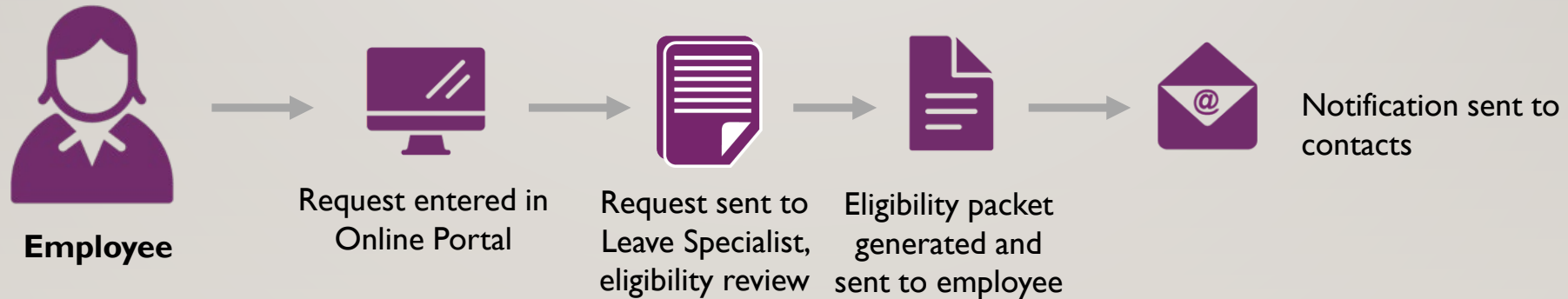
- 1,250 hours worked within the last 12 months

NOTE: Hours worked does not include hours paid for vacation, sick, personal, holidays, jury duty, and bereavement, etc.

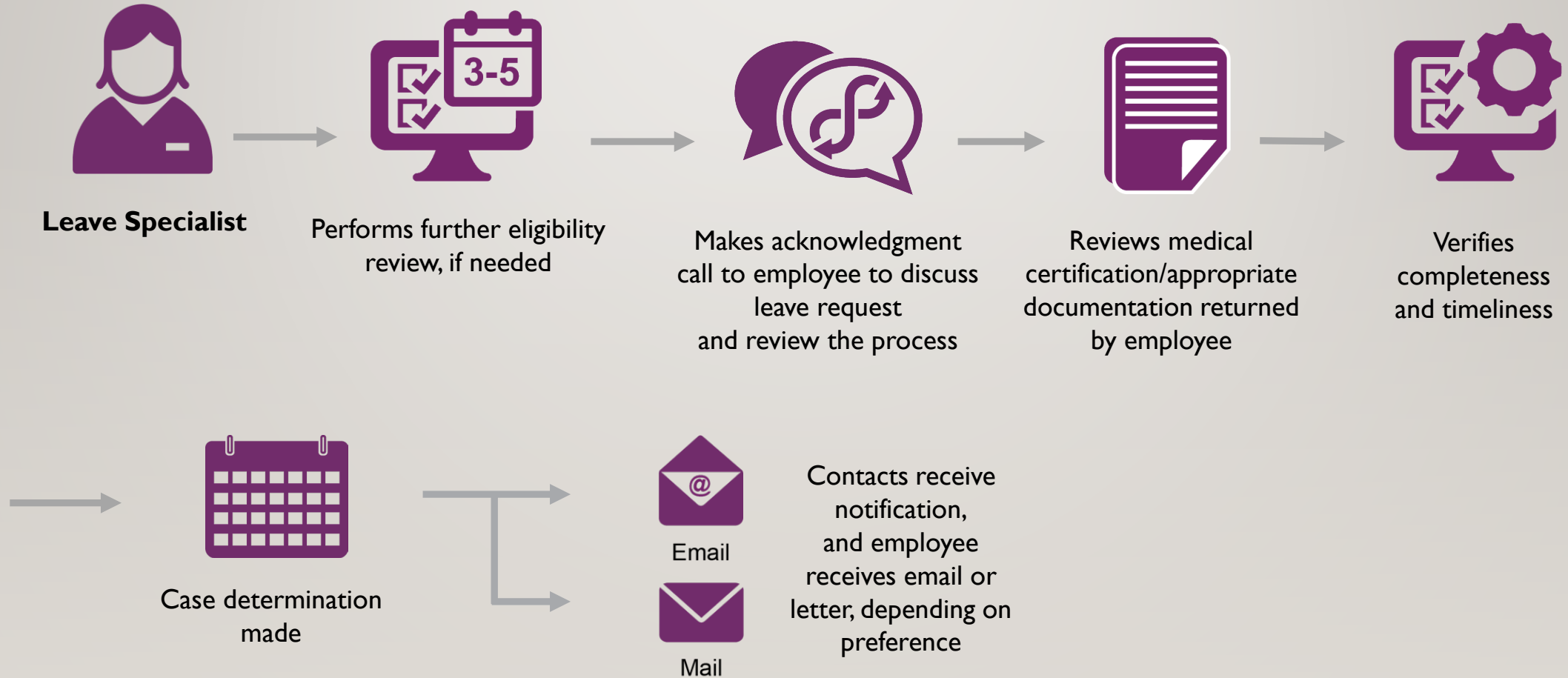
INTAKE PROCESS



OR



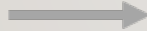
CASE MANAGEMENT PROCESS



RETURN-TO-WORK PROCESS

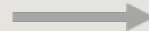


Leave specialist calls employee prior to RTW date to confirm details (date of return, full duty) or request updated documents if RTW has been delayed.

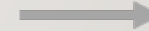


Email

Leave specialist sends RTW confirmation email to Employer Recipients.



If employee returns as scheduled, specialist closes leave case



If employee fails to return, Leave specialist calls employee to discuss and updates employer via email

PROGRAM SPECIFICS

NOTIFICATIONS/COMMUNICATIONS

- All notifications will be sent to FMLA@LIRR.org
 - Examples of notifications: eligibility notification, approval/denial notifications, extension notification, intermittent time reported, return to work confirmation notification



INTERMITTENT LEAVE REPORTING

- Employees will follow a two-call process and will notify both Workpartners and their employer of any absences related to an intermittent leave.



EMPLOYEE RESPONSIBILITIES OVERVIEW

- Clearly advise the manager when an absence is related to FMLA.
- Attempt to schedule planned absences in a manner that is “least disruptive” to the department’s operations.
- Follow the company’s call-off procedures whenever possible.
- Contact the leave specialist with any medical changes that could impact the FMLA record.

DEPARTMENT RESPONSIBILITIES OVERVIEW

- Clarify if an absence is related to an FMLA reason so the absence can be tracked correctly.
- Ensure FMLA time is coded correctly.
- Direct employees who may need FMLA to Workpartners.

WORKPARTNERS RESPONSIBILITIES OVERVIEW

- Managing employee leaves.
- Maintaining compliance standard.
- Accurate tracking and monitoring of employee FMLA entitlement
- 24/7 Call Center and online portal access for requesting new cases or reporting intermittent time.
- Data Reporting

BENEFITS OF WORKPARTNERS MANAGING FMLA

- Ability to speak to a representative 24/7.
- Dedicated Specialist who will work with the employee through the life of their case
- Accurate reporting of Intermittent FMLA
- Meeting compliance standards for FMLA with available metrics
- Employee is ensured their rights are upheld while taking FMLA
- Continued process refinement