

**Disability Processing**

Name: \_\_\_\_\_

OAKS ID. \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_

**Claims filed prior to 7/1/09:** 1 year lifetime max, effective Dates: OCSEA-3/1/06, 1199-6/1/06, OEA-7/1/06, Exempts-10/29/06

First 3 months (520 hrs) @ 70% - DISEN or DISEY; Remaining 9 months (1560 hrs) @ 50% - DISFN or DISFY

**Claims filed 7/1/09 or after:** 1 yr lifetime max, 67% until lifetime max is met

**Initial Claim Processing**

- \_\_\_\_\_ 1. Employee submits Request for Leave form for the first two weeks of leave and an "Application for Disability Leave Benefits".
- \_\_\_\_\_ 2. Check OAKS to verify if employee is eligible to receive disability benefits (full-time, one year service, not exhausted lifetime max disability hours).
- \_\_\_\_\_ 3. Complete "Disability Employer Statement" form, fax all forms to DAS.
- \_\_\_\_\_ 4. Complete timekeeping calendar, carry over previous disab. lv. hrs in the appropriate total column, & post first two week's leave usage to timekeeping calendar.
- \_\_\_\_\_ 5. Check service time, past year's hours worked, FMLA logs and tracking sheets for FMLA eligibility. If eligible, update FMLA logs and tracking sheets.
- \_\_\_\_\_ 6. If applicable, Update timekeeping system to identify Employee in Department code for Off Work ("Location/Access")
- \_\_\_\_\_ 7. Post first two weeks leave usage and FMLA (if eligible) to Timekeeping.
- \_\_\_\_\_ 8. If applicable, approve time.
- \_\_\_\_\_ 9. Complete "Leave Balance Adjustment Worksheet". Print the worksheet and place in the Disability Leave file.
- \_\_\_\_\_ 10. OAKS Job Data pages updated for disability pending status.
- \_\_\_\_\_ 11. Disable any necessary Additional Pays
- \_\_\_\_\_ 12. If applicable, Update "Off Work Report"

**Pay Period Processing**

**PPE**

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| <ul style="list-style-type: none"> <li>1. Check PDIA for disability approval/extension.</li> <li>2. Highlight approval dates on and update timekeeping calendar.</li> <li>3. Update FMLA Tracking Spreadsheet, as needed.</li> <li>4. Update FMLA Certification Log, as needed.</li> <li>5. Update timesheet and approve time (See #8 above).</li> <li>6. Check PDIA screen and print for folder as necessary.</li> <li>7. Update OAKS Timesheets for previous pay period adjustments.</li> <li>8. Post leave usage from previous pay to Leave Accrual Worksheet.</li> <li>9. Update "Off Work Report", if applicable</li> </ul> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </table> | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
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**Return From Leave**

- \_\_\_\_\_ 1. OAKS Job Data page updated for Return From leave and if applicable, update timekeeping system to normal Department code
- \_\_\_\_\_ 2. Reinstate any applicable additional pay
- \_\_\_\_\_ 3. File paperwork in employee's private file.

\_\_\_\_\_  
Staff Member Signature