



DATE	SEPTEMBER 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Leave Specialist
 DEPARTMENT/DIVISION: Workforce Services
 REPORTS TO: Workforce Services Manager

SUMMARY: Oversee and administer leave requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), state and local leave laws, and short-term or long-term disability plans.

ESSENTIAL JOB FUNCTIONS:

- Serves as the main point of contact for all leave-related inquiries (including FMLA, worker’s compensation, military, or personal leave) between employees, managers, department administrators, and/or third-party administrators.
- Communicates with employees regarding requests for leave and/or modified work schedules. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
- Handles the FMLA leave administration process from the employee’s initial notice of the need for leave to the return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use.
- Handles the Worker’s Compensation administration process. This includes initiating and managing cases alongside a third-party worker’s comp administrator and collecting state-required paperwork from both employees and managers.
- Maintains reasonable communication with employees on leave to facilitate smooth and timely return to work; relays communication between employees and their managers during leave within reason.
- Advises managers and employees on the interaction of leave laws with paid time off, workers compensation, and short-term and long-term disability benefits.
- Oversees the return-to-work process for employees returning from extended military leave, FMLA, workers compensation, or other leave(s).
- Facilitates other leave requests, which may include accommodation requests under the ADA and/or USERRA.
- Facilitates the donated leave request process and coordinate with the Payroll department to apply donated leave.
- Verifies accurate timecard submissions for employees on extended leave by partnering and communicating with timecard approvers.
- Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.

- Answer questions and provide information to employees and department payroll administrators about payroll procedures and serve as backup to answering benefits-related questions.
- Provides training and communication updates and changes to department payroll administrators involved in the processing of personnel actions and/or payroll transactions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the leave requirements and other legal protections afforded by the FMLA, ADA, and other applicable laws.
- Excellent written and verbal communication skills.
- Excellent analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Knowledge of payroll processes.
- Ability to research a variety of information.
- Ability to work independently in the absence of supervision.
- Ability to prepare and maintain detailed and accurate financial and statistical records.
- Ability to accurately prepare and post relevant data to the accounting and payroll systems.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years' experience in human resources.

PREFERENCES:

- SHRM-CP or PHR
- Completion of specialized certification or training on FMLA/leave administration.

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 15 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.