How is Integrated Leave Management different from your standard service?

In our standard service, DLS only communicates with local HR and the insurance vendor. Integrated Leave Management expands the communication circle to include two very important people, the employee and YOU, the employee’s supervisor, during what can be a confusing time.

What do I do if an employee tells me they have to go out on disability or family leave?

You should provide them with your designated DLS Specialist’s contact information and send an email to the DLS Specialist to alert him or her of the new leave. It’s important to do this right away to insure your employee’s pay is correct while on leave.

What about my employee’s pay? Who is in charge of that?

If your employee has a timecard, neither you nor your employee should make any entries in the timecard from the first day out on leave until the employee has returned to work in some capacity. The DLS Specialist is responsible for completing the timecard from the first day out until the employee returns to work full time. If the employee does not have a timecard (faculty or other teaching staff), the DLS Specialist will adjust his or her pay to account for the disability benefit payment received.

How will our HR person know what is going on?

Within 24 hours of receipt of a new claim from the employee or from Liberty Mutual, an email will be sent to the employee confirming the details of the leave, copying you and to the local HR manager. Subsequent updates, such as confirming return to work, will also include you and the HR manager. Some HR managers may decide not to receive email and rely on their monthly leave report.

What if there are performance issues for the employee on leave?

Performance issues must always be discussed with your local HR person. While performance problems can affect disability leaves, DLS does not get involved in those issues.