

# Helpful Tips for Submitting Intermittent (IFML) Time

## Timekeeping Information:

- Intermittent Tracking Forms (ITFs) are used to report absences that are related to an employee's pending or approved intermittent FMLA case. ITFs must be submitted to the HR Leave Center to ensure that FML balances are accurate and that absences are protected. While waiting for an employee's approval, timekeepers should report all absences related to their IFML request to the HR Leave Center.
- IFML must be accompanied by a paid or unpaid code. Please ensure that the appropriate pay codes are posted to the timecard on any days/partial days that an employee is absent due to their IFML case before the ITF is submitted. E.g. PTO, HTK, DAE, etc.
- If a non-exempt employee has exhausted all accruals, please post Leave without Pay (LWN) for their absence(s). If an exempt employee has exhausted all accruals, please complete the bottom of the ITF and the HR Leave Center will code LWE.
- Employees are not allowed to make-up time for IFML absences. Applicable accruals must be used and the exact amount of time missed should be coded on their timecard. Absences of four hours or less (AB4) may not be used for exempt employees.
- ITFs should be signed and submitted on a weekly basis by the employee's timekeeper/manager by faxing to 5-8898.

## Please Note: we are unable to process ITF forms due to the reasons below:

- The employee's FML time is exhausted
- The employee's case has ended
- The employee's case was approved, but has not begun
- The employee's case was denied
- The employee does not have a current case
- Amounts/times listed on the form does not match the accruals on the employee's timecard
- The employee has multiple cases, but the form does not indicate which case the absence is related to
- The time reported is in the future
- There are no accruals on the employee's timecard
- There is no timekeeper/manager signature
- The employee has a continuous FMLA case, therefore the HR Leave Center will handle all coding

**NOTE:** Running the Extended Leave Case Summary report is a useful tool that will help to avoid submitting an ITF that we are unable to process. Please see the next page for instructions on how to run this report for your department.

## Types of Intermittent FML:

### **Flare-ups (unexpected absences – cannot be scheduled):**

- Employees should advise their manager and/or timekeeper when their call-ins are IFML related. If applicable, advise which case number the absence applies to. This case number is provided in the employee's preliminary approval letter. Case numbers are only assigned when an employee has multiple cases.
- If an employee is absent 4 or more consecutive work days, please refer them to call the HR Leave Center as soon as possible to initiate a request for extended leave. Employees should ensure that their absences do not exceed what is noted in their approval letter.
- Managers have the authority to address any pattern observed based on the employee's call-ins; including, but not limited to: Mondays/Fridays, absences around holidays, and absences around pre-scheduled vacation.
- Employees should ensure that their absences do not exceed what is noted in their approval letter.

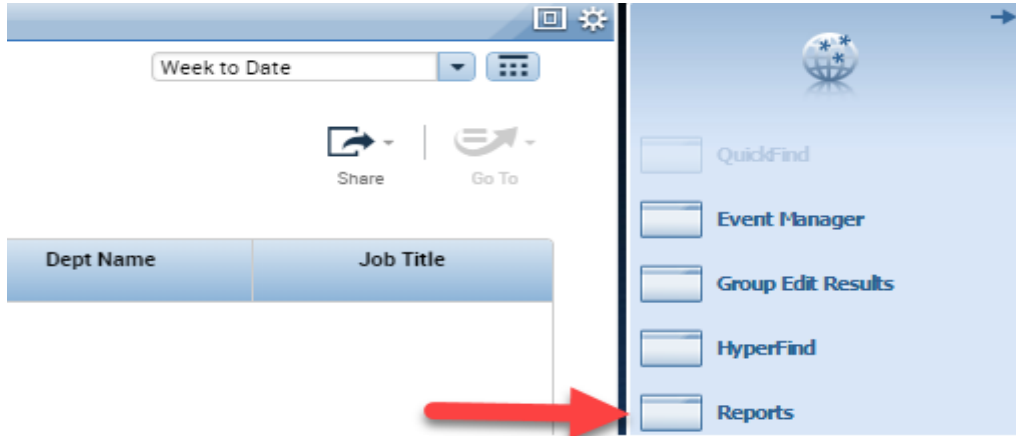
### **Appointments/Treatments:**

- Employees should notify their manager of their appointment and/or treatment schedule two weeks in advance.
- Employees should consider the business needs of the department when scheduling appointments and/or treatments. Managers may ask employees to reschedule due to the business needs of the department. However, employees are not required to reschedule if it interferes with medical care.

# How to run the Extended Leave Case Summary report in Kronos

The Extended Leave Case Summary report is run to view an employee or list of employees who have a Leave Case entered into Kronos by the HR Leave Center. The types of leave could include Family and Medical Leave (FML), Americans with Disabilities Act (ADA), Reduced Paid Leave (RPL), Military Leave (MIL) or Parental Leave (PAR).

1. Login to Kronos (Contact 5-myHR for any Kronos access questions)
2. On the right panel of the main page, choose 'Reports'.

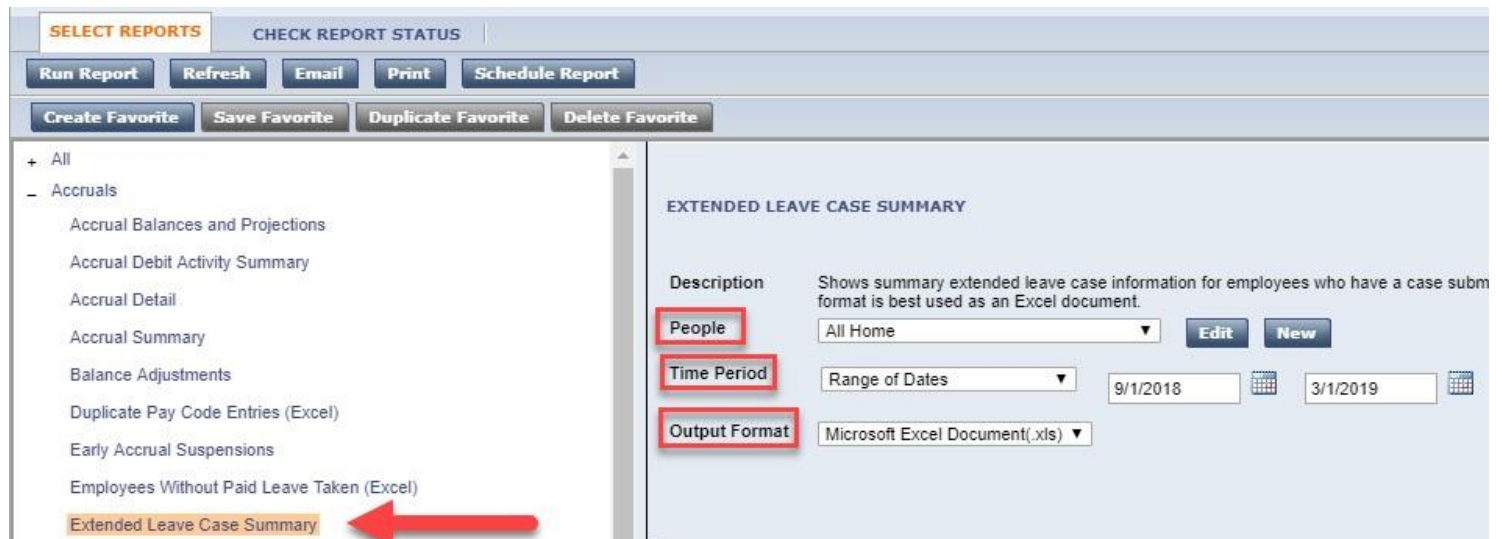


3. Click on the plus sign next to the 'Accruals' category and select the 'Extended Leave Case Summary' report.

- In the 'People' drop down menu, select 'All Home' to run the report on all your active employees.

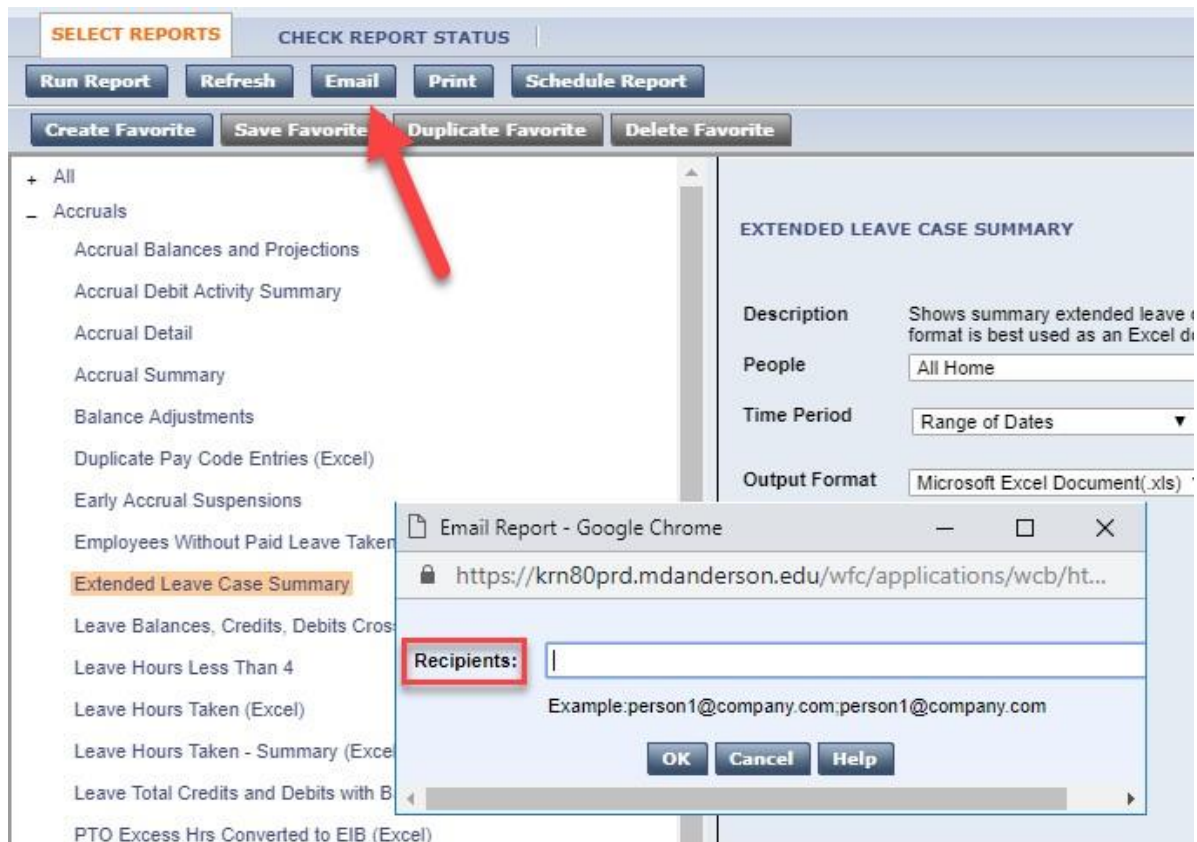
Please note: selecting 'All Home' allows you to view all employees who you have access to. You are able to filter this report to see different mixes of employees by writing HyperFind queries and including your own conditions (e.g. view individual employees by searching by ID number).

- In the 'Time Period' drop down menu, select a specific period, date or date range. This report can access dates as far back as December 1, 2006. All employees (that you have access to) will appear on the report if they were out on leave for any date included in your time period.
- Change the 'Output Format' selection to 'Microsoft Excel Document(.xls)'.



**4. There are two options to access this report:**

- From the 'Select Reports' tab, you may select 'Email' and enter your email address into the box and click 'OK'. Once the 'Status' column complete, you will receive an email from Kronos in your inbox. You may check the status of the report by selecting the 'Check Report Status' tab.



- From the 'Select Reports' tab, you may also select 'Run Report'. This option will automatically take you to the 'Check Report Status' screen. Once the 'Status' column reads complete, you may double click to access it.



**5. The next page defines the column headings that will appear on the report. Be sure to adjust the column widths in order to avoid the cell data from wrapping.**

# The Extended Leave Case Summary report

## Column Headings & Definitions

### **Leave Case Status – whether or not the case is “open” or “closed”**

- A case will remain open as long as:
  - The case is still pending
  - The end date is in the future and the employee still needs the job protection
  - The employee has not yet returned to work
  - A release has not been received for a self case

### **Leave Frequency – the frequency of which the leave is being taken**

- **Continuous** – occurs when the leave is more than three (3) consecutive and full work days
- **Intermittent** – occurs when the leave is taken on an “as needed” basis, and/or in time allotments of less than three full days (E.g. when an employee has reoccurring doctor/physical therapy appointments)

### **Leave Case Approval Status – the determination status of the case**

- **Pending** – the HR Leave Center has either not received the medical certification form or it is still under review
- **Approved** – the HR Leave Center has received the medical certification form and has approved job protection for the continuous or intermittent leave
- **Denied** – the employee was either not eligible, did not have any hours available, did not submit their paperwork by the deadline, or the condition did not meet the definition of a serious health condition.
- **Cancelled by Leave Admin** – the HR Leave Center cancelled the leave request (E.g. a department initiates a case, but it is later determined that the employee was not out for a medical condition)
- **Cancelled by Employee** – the employee cancelled the leave request because it is no longer needed or has been postponed

### **Date Med Cert Rec’d by Leave Ctr – the date the HR Leave Center received the Medical Certification form from the employee or their health care provider**

- If we have not yet received the medical certification form, this space will be blank

### **Initial Leave Request Date – the date the leave case was initiated**

- A case can be initiated by the employee, their family member, or their department’s management

### **Leave Case Start Date – the date the employee’s leave is expected or approved to begin**

### **Leave Case End Date – the date the employee’s leave is expected or approved to end**

### **Total Sched Leave Time – the total amount of hours coded on the employee’s timecard and deducted from their bank**

- For continuous leaves, the hours are not posted to the timecard until the leave case start date
- For birth cases, the hours are not posted to the timecard until the HR Leave Center is notified of the delivery

### **Leave Category – the type of leave**

- E.g. FMLA, ADA, RPL, MIL or PAR

### **Leave Reason – the reason for the leave**

- E.g. for FML: self, child, parent, spouse, birth or adoption-foster placement

For questions regarding this report, please call 713-745-3652 (5-FMLA) or email us at [HRLeaveAdmin@mdanderson.org](mailto:HRLeaveAdmin@mdanderson.org)

**Time Conversion Chart**  
**(Minutes to Decimal Hours)**

<b>Minutes</b>	<b>Decimal Hours</b>	<b>Minutes</b>	<b>Decimal Hours</b>	<b>Minutes</b>	<b>Decimal Hours</b>
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0