

FMLA Update

Based on feedback and best practice, the statewide FMLA policy has been updated in the "Use of Paid Leave" section. Moving forward, if an employee incorrectly codes their time, a timesheet correction may be submitted within 30 days following the pay period.

Difference Between Medical Layoff and Medical Separation

Medical Layoff – DHR Rule 241.01	Medical Separation – DHR Rule 190.01.c
<ul style="list-style-type: none"> Typically related to exhaustion of FMLA or other leaves due to the employee's illness/disability. 	<ul style="list-style-type: none"> Typically related to inability to perform job duties due to the employee's illness/disability.
Eligible when: <ul style="list-style-type: none"> Unable to return to work after 12 weeks' absence <u>OR</u> when accrued sick leave has been exhausted, whichever is longer. * There are no reasonable accommodations available, including additional leave or reassignment. 	Eligible when: <ul style="list-style-type: none"> An employee is physically or mentally unable to perform essential job duties. There are no reasonable accommodations available, including leave and reassignment. Do not have to exhaust accrued leave.
<p>*If the amount of leave would cause an undue hardship, they may be eligible for medical separation.</p>	
Rights: <ul style="list-style-type: none"> Employee is eligible to return to their position within 12 months from date of layoff. Must provide medical release to HR. Will be placed on layoff list as soon as medical release is received. Do not have bumping rights, may only be reinstated if position is vacant. Will be guaranteed interview for any vacancies in the classification at other agencies. 	Rights: <ul style="list-style-type: none"> Due Process. Must be given notice of impending separation and given the right to respond. May appeal to the IPC. No layoff rights.

If your agency hasn't yet submitted their CEC plan, here are some helpful dates for upcoming deadlines:

IPOPS Actions Requiring Agency Approval				
Pay Date		IPOPS Actions Agency Approval Deadline	Pay Period Effective	
			Dates	
	CEC Plan Submission Deadline		Begin Date	End Date
04/14/23	03/17/23	03/29/23	03/19/23	04/01/23
04/28/23	03/29/23	04/12/23	04/02/23	04/15/23
05/12/23	04/12/23	04/26/23	04/16/23	04/29/23
05/26/23	04/26/23	05/10/23	04/30/23	05/13/23
06/09/23	05/09/23	05/23/23	05/14/23	05/27/23
06/23/23	05/12/23	05/26/23	05/28/23	06/10/23
07/07/23		06/21/23	06/11/23	06/24/23
07/21/23	06/21/23	07/05/23	06/25/23	07/08/23

Last Date for Early CEC
 Due to Luma conversion This pay date is not available for changes.
 All CEC must be entered by this date

Current Openings

- Agriculture – Human Resource Specialist (05141) – Boise - Set to close 6/16/23, however text in the announcement indicates it is open until filled - #18433-0582
- Administration – Employee Benefits Technician (Personnel Technician - 05159) – Boise – Closes 4/30/23 - #19052
- Parks & Recreation - Human Resource Officer (05131) – Boise – Closes 5/7/23 - #19213

DHR Summit

As a reminder, if you have not done so, please register and take the short survey for the DHR Summit coming up in June.

[Survey Link](#)

[Registration Link](#)

Friendly reminder, the All-DHR Call is Thursday, May 5th at 2 pm.

First Friday Newsletter

It is once again time for the First Friday Newsletter!
 As a reminder Brennan Serrano could use your amazing HR related stories, highlights, shout-outs, etc. to populate it! The newsletter is published by Friday afternoon (5/5) so please get them to him before then!