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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 10, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-52

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2007-09 - Worker's Comp Leave

This memorandum supersedes OSUP Memo #2007-09 which advised agencies of a new absence type code (LDFM) to be used when an employee is on worker's comp and FMLA leave concurrently. Since that memo was issued, the Family Medical Leave Act changed (effective 1/16/2009). The Act now allows government employers to use 1.5 compensatory leave (1.5 K) for an FMLA absence and to use that absence against the employee's FMLA leave entitlement. As indicated in OSUP Memo #2009-45, ISIS HR leave rolls were changed accordingly effective 5/18/2009.

The order that leave quotas are reduced for the two worker's comp absence type codes (LD & LDFM) in the ISIS HR system is now the same:

If entered:

LD – workers comp
LDFM - workers comp/FMLA

Quota reduction order:

LB (sick) > 1.5K > ST K > Annual
LB (sick) > 1.5 K > ST K > Annual

However, agencies should continue to use absence type code LDFM when an employee is on worker's comp leave and FMLA leave concurrently and absence type code LD when an employee is on worker's comp leave that is not also FMLA leave. The use of these worker's comp absence type codes is **necessary** for agencies and this office to determine when the absence is a worker's comp absence for reporting purposes and correct leave usage. Refer to ISIS HR On-line Help for other required entries needed to reduce the FMLA quota balances. Refer to OSUP Memo #2006-09 for OSUP's policy on Worker's Compensation.

For questions on ISIS HR entry, contact the ISIS HR Help Desk via the on-line web ticket at website <https://prdits.doa.louisiana.gov/HelpTicket>. For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

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