



Managing Leave Details

Managing Leave Details - MANAGER

Use this job aid to provide guidance in managing employee and claims searches, viewing employees who are off work for leave and reporting claims for employees.

Reminder(s):

- Managing leave may seem routine, however it is not routine to the employees in your care.
- When your associate returns to work, please ensure to enter the return promptly to avoid any pay issue.

1 Viewing the Landing Page

Log in to HR Central using your Luxottica employee ID and password.

In the self-service menu, select **My Leave**.

The Landing page includes these dashboards:

Claims Search

Use this to search for employee claims (ones you have access to see).

Employee Search

Use this to search an for a specific employee to report claims (that you have access).

Employees Off Work

This will provide a list of all employees that report directly to you and are currently out on disability and/or leave. Drill down into a specific employee claim through the hyperlink.

Your Dashboard

These are the same dashboards used by all employees.

Name	Claim Number	Type	From Date	To Date
ERIN [REDACTED]	[REDACTED] 101	Disability	7/27/2013	
ANN [REDACTED]	[REDACTED] 101	Disability	7/27/2013	



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2 Claims Search

You can use two ways to search and view employee claims.

First, you can search claims for employees who report to you by using the filters, such as:

Case/Claim Number
Employee ID
Last Name
First Name

From the Landing page, under **Employee Search**, you can use **Advanced Search** to look up claims by the employee name.

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Claim Search

Managers/Supervisors can search for claims of employees reporting to them.
To report a new claim for an employee in your work group, select Employee Search from the Search tab above.

Case/Claim Number:

SSN:

First Name:

Employee ID:

Last Name:

Status: Select One

Disability Date From: To:

Sub Status: Select One

Leave Date From: To:

Case Type: Select One

Caused By: Select One

Claim Reason

☐ Workers Comp

☐ Disability

☐ Absence

Clear

Search

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Employee Search

First Name:

Last Name:

SSN:

Employee ID:

Hire Date:

*At minimum one of these fields is required

Clear

Search



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3 Claims Search Results

Following the employee search results (whether from dashboard or menu), you will get a list of employee claims based upon your search criteria.

To view the claim detail, select the **Claim** link.

This is an example of the detailed claims screen.

View

Report

General Information

Manage

New Search

Expand Filters

Claim Search Results

Name	Begin Date	Claim/Case Number	Claim Type	Claim Subtype	Claim Status	Claim Sub Status
ANA	11/28/2014		Disability	Incident Only	Open	Pending
ANA	11/5/2014		Disability	Incident Only	Open	Pending
ANA	10/1/2014		Disability	Incident Only	Open	Pending
ANA	1/5/2014		Disability	Incident Only	Open	Pending
ANA	12/1/2013		Disability	Incident Only	Open	Pending
ANA	9/19/2013		Disability	Incident Only	Open	Pending
ANA	9/17/2013		Military	Active Duty	Pending	Pending Specialist Review
ANA	9/15/2013		Disability	Incident Only	Open	Pending
ANA	9/11/2013		Disability	Incident Only	Open	Pending
ANA	9/3/2013		Bone Marrow Donation	Bone Marrow Donor	Pending	Pending Specialist Review

1 2 3

Rows per Page: 10

Total Pages: 4

Export

View

Report

General Information

Manage

Case Overview

Leave Specialist: System

Name: ANA

Case Number: WTC

Case Type: Confined

Leave Type: Military

Leave Status: Closed

Caused By: Other

Related Links

Contact Leave Specialist

Case Summary

Certification

Demographic

Work Schedule

Leave Calendar

Leave Balance Summary

Case Summary

Case Status: Closed

Begin Date: 9/17/2013

End Date: 9/27/2013

Absence Status: Pending

Absence Status Reason: Pending Specialist Review

Spouse of Same Client: No

Hours Worked in Last 12 Months: 1442.00

Hours Available: 0

Exhaustion Date:

FMLA Calculation Method:

Certification Details

Date Certification Sent:

Last Certification Sent:

Certification Due Date:

Date Clarification Sent:



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4 View My Employees Leave Calendar

From the **Leave Calendar**, you can highlight days to see information regarding the leave or select the claim link to view in-depth details.

When you select the **View** link, you will be routed to the employee leave calendar.

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[New Search](#) [Expand Filters](#)

Employee Search Results

Employee Name	Employee ID	Leave Calendar	Date Hired
Ana	02	View	4/28/1998

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Leave Calendar for Ana

This calendar includes absence information, reported to date by or on behalf of the employee, for consideration and protection under the Family and Medical Leave Act, State Leave Laws, Military Leave, or other Company Leave Policies. Case related absences for employee will not be limited to the case listed above.

Month: Year:

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Approved ☐ Denied ☐ Pending ☐ Multiple Absences ☐

February 17, 2015

Case Number: [110](#) Absence Confirmation Number: 143779405 Absence Reason: Illness

Date of Absence: 2/17/2015 Status: Pending

Absence Type: Employee Medical Hours Absence: 8 hr 9 minutes

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5 Reporting Claims

Once you have your employee search results, you can report a claim for that employee.
To report a claim, select the employee ID link.

When you select the employee ID link, you will see a prompt asking if you are sure you want to create a new claim for the employee.
Click **OK** and follow the instructions.

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Employee Search Results

Employee Name	Employee ID	Leave Calendar	Date Hired
Ana	02	View	4/28/1998

Are you sure you want to create a new claim?

6 View My Employee's Leave Calendar

From the leave calendar, you can highlight days to see information regarding the leave or select the claim link to view in-depth details.

When you select the **View** link, you will be routed to the employee **Leave Calendar**.

Here you can view the status of the employee's leave:

- Approved
- Denied
- Pending
- Multiple Absences

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Employee Search Results

Employee Name	Employee ID	Leave Calendar	Date Hired
Ana	02	View	4/28/1998

Leave Calendar for Ana

This calendar includes absence information, reported to date by or on behalf of the employee, for consideration and protection under the Family and Medical Leave Act, State Leave Laws, Military Leave, or other Company Leave Policies. Case related absences for employee will not be limited to the cases listed above.

Month: January Year: 2015

January 2015							February 2015							March 2015							April 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1	2	3	4	5	6	7														
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Approved Denied Pending Multiple Absences

February 17, 2015

Case Number: [TTC](#) Absence Confirmation Number: 1437794655 Absence Reason: Illness

Date of Absence: 2/17/2015 Status: Pending

Absence Type: Employee Medical Hours Absence: 8 hr 0 minutes