



# **VSDP Employer Training**

## **LeavePro™ Reference Manual**

**Updated October 2015**

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- Log In to LeavePro™
- Change your Password

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- View employee information
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- Create new leave request
- Change dates of leave request
- Cancel leave request

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- Set report parameters
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- Intermittent Leave Certification Report
- Leave Status and Time Used Report
- New Leaves Received Report
- Notification & Changes Summary Report
- Notification & Changes Detail Report
- Exhausted Denied Report

## Register as a new user in LeavePro™

Go to : [www.reedgroup.com/vsdp-claims](http://www.reedgroup.com/vsdp-claims)

Click [LeavePro™ Self-Service Portal](#)

You will be directed to the LeavePro™ login page

Click [Register Here](#)

Register as a new user in LeavePro™



## New User Registration

Please use the fields below so we may verify you against your employer's information and begin the user [registration](#) process.

Work Email Address

Birth Date  
 ▼

Home Address Postal Code

[cancel](#)

Supply the information to validate with data in the system

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Register as a new user in LeavePro™



## New User Creation

Enter The fields below to create your user account.

Secure password tips:

- Use at least 8 characters, containing at least one number, one upper case letter, and one lower case letter
- Do not use the same password you have used with us previously.
- Do not use dictionary words, your name, e-mail address, or other personal information that can be easily obtained.
- Do not use the same password for multiple online accounts.

The form contains five input fields: User Id, Password, Confirm Password, Correspondence Email, and Confirm Email. At the bottom are 'cancel' and 'Next' buttons. A callout box on the right contains the text 'Supply a User ID, Password and Email to create a user' with four arrows pointing to the User Id, Password, Confirm Password, and Correspondence Email fields.

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## Log In to LeavePro™

Go to : [www.reedgroup.com/vsdp-claims](http://www.reedgroup.com/vsdp-claims),

Click [LeavePro™ Self-Service Portal](#)

ReedGroup 800 347 7443 Search

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Welcome VSDP Members!

This is your portal for Virginia Sickness and Disability Program Disability Claims Administration

News: Short-Term Disability and Long-Term Disability management has changed from Unum to Reed Group as of May 1, 2015. [Read more](#)

Download Forms: [Member Wallet Card](#)  
A  
B  
C

Training Materials:  
Employees: [Employee Quick Reference](#)  
[Employee Guide to Using LeavePro™ PDF](#)  
[Employee Guide to Using LeavePro™ Online](#)  
Employers: [Employer Quick Reference](#)  
[Employer Guide to Using LeavePro™ PDF](#)  
[Employer Guide to Using LeavePro™ Online](#)  
[Employer Communication Toolkit](#)

You will be directed to the LeavePro™ login page

Enter your User ID and Password

Click [Log In](#)

ReedGroup

**Dedicated Absence Management**

Track and manage leaves of absence with LeavePro™. Quick access to the leave information you need.

**Absence Management That Works**

Run ad hoc reports  
Configure reports the way you prefer – date ranges, leave reason, work absence type and location

Set up your configurations to run regularly and get notified when they are available

Standard Reports Include: New Leaves Received, Open Leave Inventory, Leave Status and Time Used, and more.

**Member Log In**

User ID:

Password:

[Log In >](#)

[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Log in help](#)

**First time user? Register here**

[Register Here >](#)

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## Change your Password

Go to : [www.reedgroup.com/vsdp-claims](http://www.reedgroup.com/vsdp-claims),

Click [LeavePro Self-Service Portal](#)

ReedGroup 800 347 7443 Search

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Download Forms: [Member Wallet Card](#)  
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Training Materials:  
Employees: [Employee Quick Reference](#)  
[Employee Guide to Using LeavePro™ PDF](#)  
[Employee Guide to Using LeavePro™ Online](#)  
Employers: [Employer Quick Reference](#)  
[Employer Guide to Using LeavePro™ PDF](#)  
[Employer Guide to Using LeavePro™ Online](#)  
[Employer Communication Toolkit](#)

You will be directed to the LeavePro™ login page

Enter your User ID and Password

Click [Forgot your password?](#)  
Or Click [Forget your User ID?](#) for help with your User ID

ReedGroup

### Dedicated Absence Management

Track and manage leaves of absence with LeavePro™. Quick access to the leave information you need.

**Absence Management That Works**  
Run ad hoc reports  
Configure reports the way you prefer – date ranges, leave reason, work absence type and location

Set up your configurations to run regularly and get notified when they are available  
Standard Reports Include: New Leaves Received, Open Leave Inventory, Leave Status and Time Used, and more.

**Member Log In**

User ID: Bob 1

Password: [masked]

Log In >

[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Log in help](#)

**First time user? Register here**  
[Register Here >](#)

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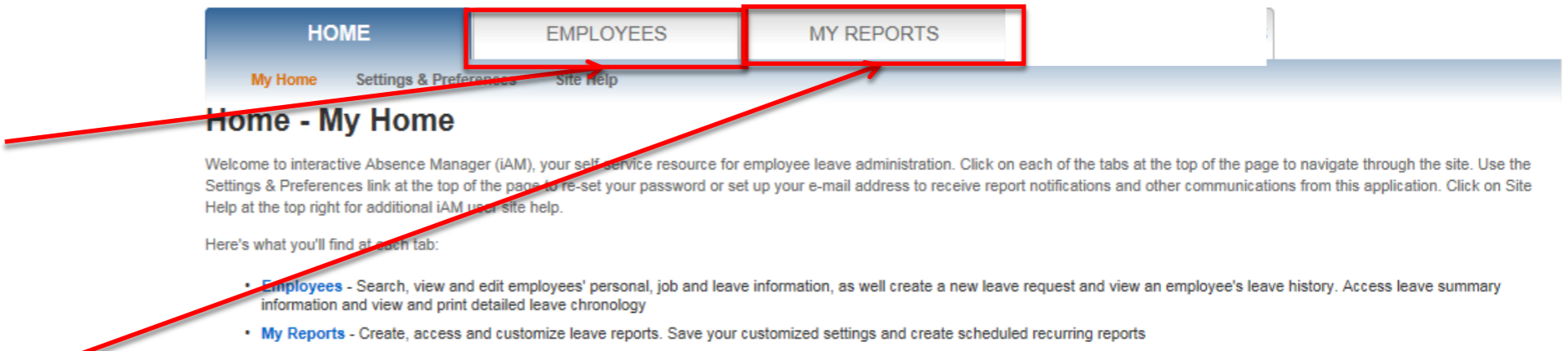
## LeavePro™ for Employers > Check on Disability Claims

- In this lesson, you will learn how to:
  - Search for an employee
  - View employee information
  - View and print claim information
  - Create new leave request
  - Change dates of leave request
  - Cancel leave request



## Employer Home Page

- Click the **Employees** Tab for information about your employees
- Click the **My Reports** Tab to access reports



## Search for an employee

Type any part of an employee's name

Click **Go**

Click the **employee** you are searching for

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Employee Search

### Employee Search

Search for employees by their first or last name, e-mail address, or employee number in the field below.

#### Find an Employee

Find:

2 results returned.

**Alan, Josh**  
Employee Number: 21730  
Email: JAlan@reedgroupdemo.com

**Sherwood, Alicia**  
Employee Number: 11145  
Email: ASherwood@reedgroupdemo.com

## View employee information

The Employee Home page provides:

- Leaves of Absence
  - Open Leaves
  - Incomplete Leaves
- Job Information
- Personal Information
- Leave Plan Balance Sheet

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### Alicia Sherwood: Employee Home

[< Select a different employee](#)

Leaves of Absence

Create New Leave Request

#### Open Leaves

★ Time Off Requests can be made by clicking on an open leave.

Leave ID	Leave Title	Start Date	End Date
<a href="#">439866306607</a>	Employee Health Condition - 6607	04/20/2015	05/31/2015

#### Incomplete Leaves

Leave ID	Leave Title	Start Date	End Date
<a href="#">221001951925</a>	1925		<a href="#">continue...</a>
<a href="#">224087764563</a>	4563		<a href="#">continue...</a>

Personal Information

Name: Alicia Sherwood  
Email Address: ASherwood@reedgroupdemo.com

Job Information

Employee #: 11145  
Hire Date: Thursday, August 12, 1999  
Job Status: Active  
Job Title: SALE REP  
Work State: CA  
Hours Worked Last 12 Months: 1600  
Work Address: 10155 WESTMOOR DRIVE  
Suite 210  
Westminster, CO 80021  
UNITED STATES  
  
Work Schedule: 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition,Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

## View and print claim information

Click the **Leave ID** you would like to view



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### Alicia Sherwood: Employee Home

[< Select a different employee](#)

Leaves of Absence

[Create New Leave Request](#)

#### Open Leaves

★ Time Off Requests can be made by clicking on an open leave.

Leave ID	Leave Title	Start Date	End Date
439866306607	Employee Health Condition - 6607	04/20/2015	05/31/2015

#### Incomplete Leaves

Leave ID	Leave Title	Start Date	End Date
221001951925	1925		<a href="#">continue...</a>
224087764563	4563		<a href="#">continue...</a>

Personal Information

Name: Alicia Sherwood  
 Email Address: ASherwood@reedgroupdemo.com

Job Information

Employee #: 11145  
 Hire Date: Thursday, August 12, 1999  
 Job Status: Active  
 Job Title: SALE REP  
 Work State: CA  
 Hours Worked Last 12 Months: 1600  
 Work Address: 10155 WESTMOOR DRIVE  
 Suite 210  
 Westminster, CO 80021  
 UNITED STATES

Work Schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan Balance Sheet

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition,Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

## View and print claim information

### View claim information:

- Date received
- Leave Title
- Time Period
- Leave Type
- Leave Schedule
- Hours Summary
  - As of this period
  - As of leave end
- Leave Summary
  - Last day worked
  - Estimated RTW
- Forms and Notifications

Print claim information:  
Click **Print leave details**

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Employee Summary Change dates of leave Change facts of leave Cancel leave

### Alicia Sherwood - Leave of Absence: #439866306607

Please review the information below regarding the employee's leave. If this is an open leave, you may cancel the leave (if not yet started) or change the leave dates under certain circumstances. If applicable, you may also report intermittent time or confirm the employee's return to work date by clicking on the active (blue) links below.

[< go back to employee summary](#)

Date Received: 04/08/2015  
Leave Title: Employee Health Condition - 6607, (Open) [Cancel leave](#) [Change facts of leave](#)  
Time Period: 04/20/2015 - 05/31/2015 [Change dates of leave](#)  
Leave Type: Continuous Leave  
Available Actions: **Print leave details**

#### Leave Schedules

**Continuous**  
4/20/2015 - 5/31/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

#### Hours Summary (as of 04/20/2015)

Hours used:		Hours available:	
-------------	--	------------------	--

#### Hours Summary (as of leave end 05/31/2015)

Hours used:		Hours available:	
-------------	--	------------------	--

#### Leave Summary

Last Day Worked: 04/17/2015  
Estimated partial return to work: not supplied  
Actual partial return to work: not supplied  
Estimated full duty return to work: 06/01/2015  
Actual full duty return to work: not supplied

#### Forms and Notifications

There are currently no forms or notifications available for you to download online or you do not have permission to view this information. If you feel there are notifications or forms that should be here please contact your leave manager.

## View and print claim information

### Print Leave Detail Report: 439866306607

#### Personal Information:

Name: Alicia Sherwood  
E-mail Address: ASherwood@reedgroupdemo.com

#### Employment Information:

Employee #: 11145  
Hire Date: 8/12/1999  
Status: Active

Title: SALE REP  
Location:  
Work Address: 10155 WESTMOOR DRIVE  
Suite 210  
Westminster, CO 80021  
United States

Work State: California

Work Schedule:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

Employment Contacts:

Jim Miller (Human Resources)	Mary Thompson (Supervisor)
Phone Number:	Phone Number: (303) 500-5678
Email Address: JMiller@reedgroup.com	Email Address: MThompson@reedgroupdemo.com

#### Leave Information:

Leave Reason: Employee Health Condition  
Leave Title: Employee Health Condition - 6607  
Leave Type: Continuous Leave  
Leave Schedule:  
Continuous  
4/20/2015 - 5/31/2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Scheduled	8:00	0:00	0:00	0:00	8:00	8:00	8:00

Leave Plan(s):  
Status: Open

Date Submitted: 04/08/2015  
Initial Requested Start Date: 04/20/2015  
Initial Requested End Date: 05/31/2015

Estimated RTW Date: 06/01/2015

#### Leave Plan Details:

Job Protected	Leave Plan	Time Used	Time Remaining

From	To	Determination	Leave Type	Leave Plan

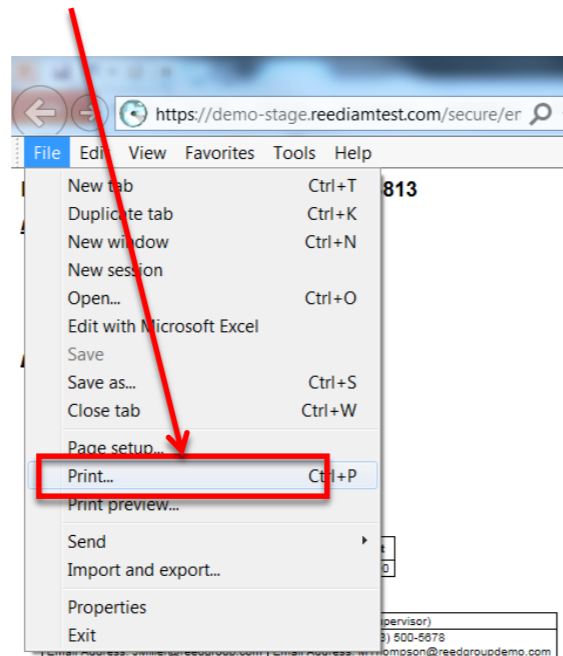
#### Leave Chronology:

Date/Time	Event
04/08/2015 8:55 AM MDT	Self Service Intake completed, Assigned case manager

The Leave Detail Report provides:

- Personal Information
- Employment Information
- Leave Information
- Leave Plan Details
- Leave Chronology

From your browser, select the print function to print the report to either paper or a PDF



## Create new leave request

Click  
[Create New Leave Request](#)

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### Alicia Sherwood: Employee Home

< Select a different employee

**Leaves of Absence**

**Create New Leave Request**

**Personal Information**

**Job Information**

**Name:** Alicia Sherwood

**Email Address:** ASherwood@reedgroupdemo.com

**Gender:** Female

**Date of Birth:** Saturday, November 30, 1968

**Marital Status:** Married

**Correspondence Address:** 11156 Fillmore Ave.  
Westminster, CO 80021  
UNITED STATES

**Phone Numbers:** Home: (303) 888-1234  
Work: (303) 888-5678

**Employee #:** 11145

**Hire Date:** Thursday, August 12, 1999

**Job Status:** Active

**Job Title:** SALE REP

**Work State:** CA

**Hours Worked Last 12 Months:** 1600

**Work Address:** 10155 WESTMOOR DRIVE  
Suite 210  
Westminster, CO 80021  
UNITED STATES

**Work Schedule:**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

**Leave Plan Balance Sheet**

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition, Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

## Create new leave request

View Personal Information

*Note: If anything appears incorrect either Navigator does not have correct information or employee requested an update with Reed Group. Please make sure Navigator is updated with employee information*

Click **Next**  
Or click **Cancel** to disregard leave request  
Or click **Save and finish later** request

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### Alicia Sherwood: New Leave Request

**Personal Information**  
Please verify that all employee information is correct.

**Employee Information**

Title:	First Name: *	Middle Name:	Last Name: *	Suffix:
<input type="text"/>	<input type="text" value="Alicia"/>	<input type="text"/>	<input type="text" value="Sherwood"/>	<input type="text"/>

**Email**

Work Email	<input type="text" value="ASherwood@reedgroupdemo.com"/>
Personal Email	<input type="text"/>

**Notification Preferences**

Preferred address for sending leave-related correspondence

- Mail
- Personal Email
- Work Email

[Save and finish later](#)



## Create new leave request

Select a **Leave Reason** and optional **brief description**

*Note: Short-Term Disability is either “Employee Health Condition: or Pregnancy/Maternity”*

*Do not request Long-Term Disability*

Click **Next**  
Or click **Cancel** to disregard leave request  
Or click **Save and finish later** request

HOME EMPLOYEES MY REPORTS ADMINISTRATORS' TOOLS

### Alicia Sherwood: New Leave Request

Personal Information [Revisit Personal Information](#)

Employment Info [Revisit Employment Info](#)

**Leave Reason**

WARNING: Do not enter any personal, medical, or health information. Your entries in this field are visible to management and on general reports. Please verify that all employee information is correct. We will share personal and health-related information only with parties who are legally entitled to it, and are necessary for processing and managing employee leave and disability benefit requests. We take the urgency of employee leave requests seriously and will process the leave as quickly as possible. Please note that Supervisors and/or HR Representatives will be notified of all leave requests.

Updates via the web apply only to your FML leave.

**Leave Reason**

Reason for Leave Request: \*

- Disability
- Long Term Disability
- Personal or Family Health
- Employee Health Condition
- Pregnancy or Adoption/Foster Placement
- Pregnancy/Maternity

Maximum

[Save and finish later](#) [Cancel](#) [Next](#)

## Create new leave request

On the Employee Home page, you will see a confirmation that the leave has been requested.



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Your leave of absence has been successfully created. Your leave ID is 616502823813.

**Alicia Sherwood: Employee Home**

[< Select a different employee](#)

**Leaves of Absence** [Create New Leave Request](#)

**Open Leaves**

★ Time Off Requests can be made by clicking on an open leave.

Leave ID	Leave Title	Start Date	End Date
616502823813	Short Term Disability	05/11/2015	06/21/2015

**Personal Information**

**Name:** Alicia Sherwood  
**Email Address:** ASherwood@reedgroupdemo.com  
**Gender:** Female  
**Date of Birth:** Saturday, November 30, 1968  
**Marital Status:** Married  
**Correspondence Address:** 11156 Fillmore Ave. Westminster, CO 80021 UNITED STATES  
**Phone Numbers:** Home: (303) 888-1234 Work: (303) 888-5678

**Job Information**

**Employee #:** 11145  
**Hire Date:** Thursday, August 12, 1999  
**Job Status:** Active  
**Job Title:** SALE REP  
**Work State:** CA  
**Hours Worked Last 12 Months:** 1600  
**Work Address:** 10155 WESTMOOR DRIVE Suite 210 Westminster, CO 80021 UNITED STATES  
**Work Schedule:**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00	0:00	0:00	0:00	8:00	8:00	8:00

**Leave Plan Balance Sheet**

Leave Plan Name	Entitlement Amount	Used	Remaining	Leave Reasons
Short Term Disability	26 cw	0	26	Employee Health Condition, Pregnancy/Maternity
Long Term Disability	Unlimited	0		Long Term Disability

In this lesson, you will learn how to:

- Run Ad-Hoc reports (on demand)
- Run Report Subscriptions (recurring reports)
- Set report parameters:
  - Dates
  - Leave reason
  - Work Type
  - Location
  - Division
  - Visibility
- Choose a report file format: Excel, CSV, PDF

## Accessing Reports

To create, run and view reports click the **My Reports** tab

You can create new report **Subscription** or new **Ad-Hoc** reports

Reports that have already been run are listed. Click **view details** to view the report

If the report list is long, you may filter for certain report types

The screenshot shows the 'My Reports' section of the Self Service Portal. At the top, there are navigation tabs: HOME, EMPLOYEES, and MY REPORTS. The MY REPORTS tab is highlighted with a red box and a red arrow pointing to it from the text on the left. Below the tabs, the page title is 'My Reports - Home'. A sub-header reads: 'Access reports that give you the information you need to manage your employees' absences. Configure your Operational reports in the way that works best for you – date ranges, leave reason, absence type and locations. Run ad hoc reports or schedule your preferred reports to run at regular intervals and receive notifications when they are available.' Below this, there are two buttons: 'New Report Subscription' and 'New Ad-Hoc Report'. Red arrows point from the text on the left to these buttons. To the right of these buttons is a 'Filter report list by' section. It includes a dropdown menu for 'Report Type' set to 'All', a 'Go' button, and a checked checkbox for 'Active Reports Only'. A red arrow points from the text on the left to the 'Go' button. Below the filter section, there are three report categories: 'Ad-Hoc Reports', 'Scheduled Reports - Operational', and a partially visible 'Operational Reports' section. Under 'Ad-Hoc Reports', there are two entries, each with 'Name: Ad-hoc: Estimated RTW Report, 2015-04-02', 'Expires: 04/16/2015', and a 'view details' link with a document icon. Under 'Scheduled Reports - Operational', there is one entry: 'Name: Monthly Closed Leave Report', 'Report Date: 04/02/2015', 'Next Run Date: 05/02/2015', and a 'view details' link with a document icon. A red box highlights the 'view details' link for the 'Monthly Closed Leave Report' entry, with a red arrow pointing from the text on the left to it. A long red arrow also points from the bottom of the text on the left to the 'view details' link.

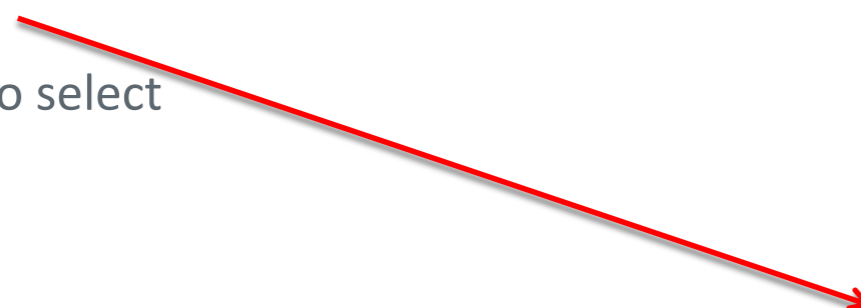
## Ad-Hoc Reports > Select Report

An **Ad-Hoc** report runs only when you request it to run, e.g. on demand

Click the **circle** next to the report you'd like to run

Click **Next**

Or click **cancel** to select Parameters



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MY REPORTS

My Reports
Create New Report

### My Reports - Create New Ad-Hoc Report

**Step 1: Select Report Type**

Operational Reports

- Estimated RTW**  
Estimated RTW Report
- Closed Leave**  
Closed Leave Report
- Leave Status and Time Used**  
Leave Status and Time Used Report
- New Leaves Received**  
New Leaves Received Report
- Open Leave Inventory**  
Open Leave Inventory Report
- Intermittent Leave Certification**  
Intermittent Leave Certification Report
- Notifications And Changes Summary**  
Notifications And Changes Summary
- Notifications And Changes Detail**  
Notifications And Changes Detail
- Employee Lost Days Summary**  
Employee Lost Days Summary
- Exhausted Denied**  
Exhausted Denied
- Restriction Accommodations Detail**  
Restriction Accommodations Detail Report
- Registered Portal Users**  
Registered Portal Users Report
- Action**  
This report provides employee leave and usage information for VRS agency payroll systems

cancel
Next

## Ad-Hoc Reports &gt; Select Filters

Several parameters are available for **Ad-Hoc** reports

Select Start and End Date

You may use Shift+Click to select a range of choices or Ctrl+Click to select multiple choices

- Leave reason
- Work Type
- Location
- Division

Select Visibility As and Visibility Option

- Only selected person's direct reports
- My own and my peer's direct reports
- All employees (this option may not be visible to all employers)
- **Use My Own and my peer's direct reports if "All employees" is not an option.**

Click **Submit**

Or click **Back** to select report

Or click **cancel** to disregard report request

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My Reports Create New Report Select Parameters

### Create New Report - Select Parameters

**Step 2: Select Report Parameters & Format**

Please select your parameters for the Closed Leave report. All parameters are required.

#### Report Parameters

**Start Date**  
03/02/2015

**End Date**  
04/30/2015

**Leave reason**  
- ALL -  
EMPHEALTH - Employee Health Condition  
LTD - Long Term Disability  
PREGMATERN - Pregnancy/Maternity

**WorkType**  
- ALL -  
Continuous Leave  
Intermittent Leave  
Medical Only -- Continuous, less than 8 days  
Medical Only -- Intermittent  
Medical Restrictions

**Location**  
- ALL -  
Colorado

**Visibility As**  
NaTasha Grimes

**Visibility Option**  
Only selected person's direct reports  
My own and my peers' direct reports  
All employees

**Division**  
- ALL -

cancel Back Submit

## Ad-Hoc Reports &gt; Select Format &amp; email notification

Click **circle** to select Report Format

Format choices for **Ad-Hoc** reports are PDF and Comma Delimited (CSV; Excel)

\*Select the PDF option if you need the DAR in **the one page per employee format.**

Click the checkbox to be notified by email after the report completes

Click **Submit**

Or click **Back** to select parameters

Or click **cancel** to disregard Ad-Hoc report request

HOME EMPLOYEES MY REPORTS

My Reports Create New Report Select Parameters Confirmation

### Create New Report - Confirmation

#### Report Summary

Ad-hoc: Closed Leave Report, 2015-04-02  
 Closed Leave  
 Run Once on [04/02/2015].

Report Format:

Adobe PDF

Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit

## Ad-Hoc Reports &gt; Wait for Report to Run

A confirmation of your report request displays here

You may continue to use LeavePro™ or other computer tasks while the report runs

You will receive an email when report completes if you requested it

You can see that a report is still running if the Expire Date is “n/a”

To view complete reports, click **view details**.

The screenshot shows the 'MY REPORTS' section of the Self Service Portal. At the top, there are navigation tabs for HOME, EMPLOYEES, and MY REPORTS. Below the tabs, a green checkmark icon is highlighted with a red arrow, next to a confirmation message: "Your request for the following Ad-Hoc report, Ad-hoc: Closed Leave Report, 2015-04-02, has been received and will be processed in the order that it was received." Below this, the section is titled "My Reports - Home" and includes a brief description of the reports and two buttons: "New Report Subscription" and "New Ad-Hoc Report". To the right, there is a "Filter report list by" section with a dropdown menu set to "All" and a "Go" button, along with a checked checkbox for "Active Reports Only".

Below the filter section, there is a table of reports:

Ad-Hoc Reports		
Name: Ad-hoc: Closed Leave Report, 2015-04-02	Expires: n/a	<a href="#">view details</a>
Name: Ad-hoc: Estimated RTW Report, 2015-04-02	Expires: 04/16/2015	<a href="#">view details</a>
Name: Ad-hoc: Estimated RTW Report, 2015-04-02	Expires: 04/16/2015	<a href="#">view details</a>

Below the table, there is a section for "Scheduled Reports - Operational":

Name: Monthly Closed Leave Report	Report Date: 04/02/2015	Next Run Date: 05/02/2015	<a href="#">view details</a>
-----------------------------------	-------------------------	---------------------------	------------------------------

Red arrows in the image point from the text on the left to the "Expires: n/a" field in the first row of the Ad-Hoc Reports table and to the "view details" link in the third row of the same table.



## Ad-Hoc Reports &gt; View Report

When viewing details of a report, you see the parameters, delivery format, and email options that were selected.

Click **Schedule Copy** to run this report again with *different* parameters, delivery, or email options

Click **Run Now** to run this report again with the *same* parameters, delivery, or email options

Click the **report name** to open the report

Click **Deactivate** to remove this report completely

**View Report Detail**

Ad-hoc: Closed Leave Report, 2015-04-02

[Schedule Copy](#) [Run Now](#)

Report Run History		
Run Date	Download	Expires
04/02/2015	<a href="#">Ad-hoc_Closed Leave Report, 2015-04-02_20150402160603.pdf</a>	04/16/2015

**Report Details**

Report Type: Closed Leave  
 Start Date: 3/2/2015 12:00:00 AM  
 End Date: 4/2/2015 12:00:00 AM  
 Leave reason: - ALL -  
 WorkType: - ALL -  
 Location: - ALL -  
 Visibility As: NaTasha Grimes  
 Visibility Option: Only selected person's direct reports  
 Division: - ALL -  
 Schedule: Run Once on [04/02/2015].

[Deactivate](#)

## Report Subscription > Select Report

A **Report Subscription** runs recurrently into the future for the date window you select

Click the **circle** next to the report you'd like to run



HOME EMPLOYEES MY REPORTS

My Reports Create New Report

### My Reports - Create New Report Subscription

Step 1: Select Report Type

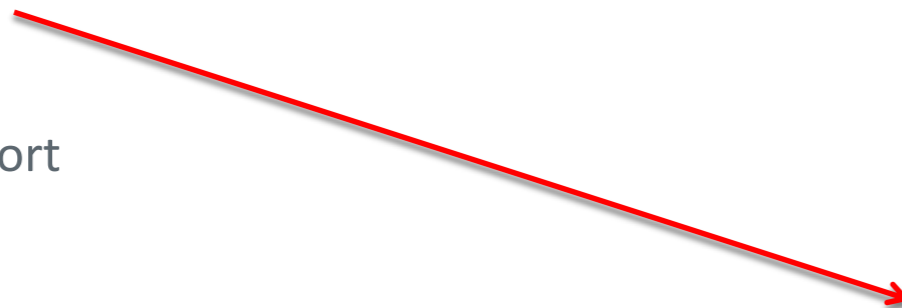
**Operational Reports**

- Estimated RTW**  
Estimated RTW Report
- Closed Leave**  
Closed Leave Report
- Leave Status and Time Used**  
Leave Status and Time Used Report
- New Leaves Received**  
New Leaves Received Report
- Open Leave Inventory**  
Open Leave Inventory Report
- Intermittent Leave Certification**  
Intermittent Leave Certification Report
- Notifications And Changes Summary**  
Notifications And Changes Summary
- Notifications And Changes Detail**  
Notifications And Changes Detail
- Employee Lost Days Summary**  
Employee Lost Days Summary
- Exhausted Denied**  
Exhausted Denied
- ACA Supplemental Hours Summary**  
ACA Supplemental Hours Summary Report
- Restriction Accommodations Detail**  
Restriction Accommodations Detail Report
- Registered Portal Users**  
Registered Portal Users Report
- Action**  
This report provides employee leave and usage information for VRS agency payroll systems

cancel **Next**

Click **Next**

Or click **cancel** to disregard Ad-Hoc report request



# Report Subscription > Select Filters

Several parameters are available for **Report Subscriptions**

## Select Date Window

- Yesterday
- Last week, month, quarter
- This week, month quarter

You may use Shift+Click to select a range of choices or Ctrl+Click to select multiple choices

- Leave reason
- Work Type
- Location
- Division

## Select Visibility As and Visibility Option

- Only selected person's direct reports
- All employees (this option may not be visible to all employers)
- **Use My Own and my peer's direct reports if "All employees" is not an option in the drop down menu**

Click **Continue**

Or click **Back** to select report

Or click **cancel** to disregard report request

The screenshot shows a web interface for creating a report subscription. At the top, there are navigation tabs: HOME, EMPLOYEES, and MY REPORTS. Below these are links for My Reports, Create New Report, and Select Parameters. The main heading is 'Create New Report - Select Parameters'. Underneath, it says 'Step 2: Select Report Parameters & Format' and provides instructions: 'Please select your parameters for the Closed Leave report. All parameters are required.' The 'Report Parameters' section contains several dropdown menus: 'Date Window' (set to 'Last Week'), 'Leave reason' (with options like EMPHEALTH, LTD, PREGMATERN), 'WorkType' (with options like Continuous Leave, Intermittent Leave, Medical Only), 'Location' (set to 'Colorado'), 'Visibility As' (set to 'NaTasha Grimes'), 'Visibility Option' (with options like 'Only selected person's direct reports', 'My own and my peers' direct reports', 'All employees'), and 'Division' (set to '- ALL -'). At the bottom right, there are three buttons: 'cancel', 'Back', and 'Continue'. Red arrows from the text on the left point to each of these filter options and the 'Continue' button.

## Report Subscription &gt; Schedule Recurrence

Select the recurrence pattern

- Daily, weekly, monthly or yearly
- Which days, weeks, day of month or month of year

Select the start and end dates of the recurrence

Click **Next**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME EMPLOYEES MY REPORTS ADMINISTRATORS

My Reports Create New Report Select Parameters Schedule Report

### Create New Report - Schedule Recurrence

#### Recurrence pattern

Daily  
 Weekly  
 Monthly  
 Yearly

Recur every  week(s) on:

Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

#### Range of recurrence

Start:

No end date  
 End after:  occurrences  
 End by:

cancel Back Next

## Report Subscription &gt; Select Format &amp; email notification

Type a name for the report

Click **circle** to select Report Format  
Format choices for **Report Subscriptions** are PDF and Comma Delimited (CSV; Excel)

\*Select the PDF option if you need the DAR in **the one page per employee format**.

Click the checkbox to be notified by email after the report completes

Click **Submit**

Or click **Back** to select report

Or click **cancel** to disregard report request

HOME EMPLOYEES MY REPORTS

My Reports Create New Report Select Parameters Schedule Report Confirmation

## Create New Report - Confirmation

### Report Summary

Subscription Name  
Yearly Closed Leave Report

Closed Leave

Run Yearly: Every Apr 2.  
Starting 04/02/2015, with no end date.

Report Format:

Adobe PDF

Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit

## Report Subscription &gt; Wait for Report to Run

A confirmation of your report request displays here

Your report will run at the next occurrence

Click **Schedule Copy** to run this report again with different parameters, deliver, or email options

Click **Run Now** to run this report again with the same parameters, deliver, or email options

You may continue to use LeavePro™ or other computer tasks while the report runs

Click **Deactivate** to remove this report completely

HOME EMPLOYEES **MY REPORTS** ADMINISTRATORS' TOOLS

My Reports View Report Detail

Your report subscription, Yearly Closed Leave Report, has been created. Please review the details for this subscription below. You may view these subscription details again by clicking on the view details link on your My Reports page.

### View Report Detail

#### Yearly Closed Leave Report

[Schedule Copy](#) [Run Now](#)

#### Report Run History

Delivery Format: Csv  
 Email Alerts: Yes, Send Notifications  
 Next Run Status: Completed Scheduled Recurrence

#### Report Details

Report Type: Closed Leave  
 Date Range: LastWeek  
 Leave Reason: EMPHEALTH - Employee Health Condition, LTD - Long Term Disability, PREGMATERN - Pregnancy/Maternity  
 WorkType: Medical Only -- Continuous, less than 8 days, Medical Restrictions  
 Location: - ALL -  
 Visibility As: NaTasha Grimes  
 Visibility Option: Only selected person's direct reports  
 Division: - ALL -  
 Schedule: Run Yearly: Every Apr 2.  
 Starting 04/02/2015, with no end date.

[Deactivate](#)

## Report Subscription &gt; Wait for Report to Run

Next Run Date tells you the next time the report is scheduled to run

HOME EMPLOYEES **MY REPORTS** ADMINISTRATORS' TOOLS

My Reports

### My Reports - Home

Access reports that give you the information you need to manage your employees' absences. Configure your Operational reports in the way that works best for you – date ranges, leave reason, absence type and locations. Run ad hoc reports or schedule your preferred reports to run at regular intervals and receive notifications when they are available.

[New Report Subscription](#) [New Ad-Hoc Report](#)

**Filter report list by**

Report Type: All

Active Reports Only

---

#### Ad-Hoc Reports

Name: Ad-hoc: Closed Leave Report, 2015-04-02	Expires: 04/16/2015	<a href="#">view details</a>
Name: Ad-hoc: Estimated RTW Report, 2015-04-02	Expires: 04/16/2015	<a href="#">view details</a>

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#### Scheduled Reports - Operational

Name: Yearly Closed Leave Report	Report Date: 04/02/2015	<b>Next Run Date: 04/02/2016</b>	<a href="#">view details</a>
Name: Monthly Closed Leave Report	Report Date: 04/02/2015	Next Run Date: 05/02/2015	<a href="#">view details</a>

To view complete reports, click **view details**

# Report Subscription > View Report

Once a report runs, the report file will appear on the Report Detail screen.

HOME
EMPLOYEES
MY REPORTS
ADMINISTRATORS' TOOLS

My Reports
View Report Detail

## View Report Detail

### Yearly Closed Leave Report

Schedule Copy
Run Now

#### Report Run History

Delivery Format: Csv  
 Email Alerts: Yes, Send Notifications  
 Next Run Date: 04/02/2016  
 Next Run Status: Scheduled 04/02/2016

Run Date	Download	Expires
04/02/2015	Yearly Closed Leave Report_20150402174315.csv	04/16/2015

#### Report Details

Report Type: Closed Leave  
 Date Range: LastWeek  
 Leave reason: EMPHEALTH - Employee Health Condition, LTD - Long Term Disability, PREGMATERN - Pregnancy/Maternity  
 WorkType: Medical Only -- Continuous, less than 8 days, Medical Restrictions  
 Location: - ALL -  
 Visibility As: NaTasha Grimes  
 Visibility Option: Only selected person's direct reports  
 Division: - ALL -  
 Schedule: Run Yearly: Every Apr 2. Starting 04/02/2015, with no end date.

Deactivate

Click the **report name** to open the report



## Employer Reports

Daily Action Report	Shows start, end dates, effective days of pay (100/80/60) and if works compensation is involve. Acts as an advice-to-pay report for Short-Term Disability that employers can use to update respective local payroll systems.
Open Leave Inventory Report	For active employees during the leave period, this report shows all open leaves: leave number, location, reason, type, plan, status, denied reason, last day worked date, plan start & end, estimated RTW, time used and time remaining
Closed Leave Report	For active employees during the leave period, this report shows approved closed leaves: leave number, location, reason, type, approved/requested start and end, RTW, leave closed date, leave closed reason
Estimated RTW Report	For active employees during the leave period, this report shows approved leaves: leave number, location, reason, type, leave start and end, estimated RTW
Intermittent Leave Certification Report	For active employees during the leave period, this report shows all leave request data for intermittent leaves: leave number, location, plan, plan start and end, status, frequency & duration, hours requested & denied, and occurrence detail
Leave Status and Time Used Report	For active employees during the leave period, this report shows requests that have been completed (no partial or incomplete requests) leaves: leave number, location, reason, type, plan, status, denied reason, last day worked date, plan start & end, estimated RTW, time used and time remaining
New Leaves Received Report	For active employees during the leave period, this report shows all leave requests: leave number, location, reason, type, last day worked date, request start & end
Notification & Changes Summary Report	List of authorized time periods an employee is away from work: authorized leave plans, start / end date and status of plans, estimated RTW, time used, last day worked
Notification & Changes Detail Report	Detailed list including each day of authorized time periods an employee is away from work: authorized leave plans, start / end date and status of plans, estimated RTW, time used, last day worked
Exhausted Denied Report	Shows all leaves that are denied or completely exhausted: leave number, location, reason, type, plan, status, denied date, denied reason, last day worked date, leave received date, plan start & end, estimated RTW, time used, time remaining at end of report period, time remaining at end of leave

# Open Leave Inventory Report

This report lists leave and employee information for all leaves that are marked as open that fit into passed in parameters.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned

## Open Leave Inventory Report

### ReedDemo

Total Number of Participants: 6

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Plan	Plan Status	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Benefit Start Date	Plan End	Est. RTW	Time Used	Time Remaining
Bohlike, Luna 9849635 [2]																
570741256422	UH50	WI	Employee Health Condition		Continuous	CA-FRA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	CT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	DC-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	FMLA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	ME-FML	Pending		09/13/2009	09/20/2009	09/14/2009		11/22/2009		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	OR-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	RI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/13/2009		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	STD	Pending		09/13/2009	09/20/2009	09/14/2009		02/26/2010		11 days	
570741256422	UH50	WI	Employee Health Condition		Continuous	VT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WA-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		09/27/2009		80 hours	0 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Denied	Exhausted	09/13/2009	09/20/2009	09/28/2009		12/31/2009		80 hours	0 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-FRA	Denied	Ineligible		09/21/2009	09/29/2009		12/17/2009		0 hours	480 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PDL	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	704 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PFL	Denied	Ineligible		09/21/2009	09/29/2009		12/17/2009		0 hours	240 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CT-FML	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	640 hours

Execution Time: 9/28/2009 3:34:59 PM

Page 1 of 5

## Closed Leave Report

This report provides a list of employee and leave information for closed leaves.

Besides potential filters through report parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned
- The leave is not closed because of a systemic cancellation (user cancellations are included)

## Closed Leave Report

### ReedDemo

Report Period: 6/1/2009 - 9/28/2009

Total Number of Participants: 1

Work Type: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Approved/ Requested Leave Start	Approved/ Requested Leave End	RTW Date	Leave Closed Date	Leave Closed Reason
Trakand, Elayne 981567 [3]										
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/05/2009	10/30/2009		09/23/2009	CANCELLED

## Estimated RTW Report

This report provides a list of employee and leave information including the Return to Work date for completed and approved leaves that the user running the report is allowed to see.

Besides potential filters through parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned

## Estimated RTW Report

### ReedDemo

Report Period: 7/1/2009 - 11/27/2009

Total Number of Participants: 2

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Est. RTW	Leave Status	Leave Start Date	Leave End Date
<b>Clementine, Lina 9849771 [2]</b>									
972826485494	NJMB	WI	Employee Health Condition		Continuous	11/11/2009	Open	09/21/2009	11/11/2009
<b>Trakand, Elayne 981567 [3]</b>									
946027518888	NJMB	CA	Employee Health Condition		Continuous	11/27/2009	Open	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous	10/29/2009	Open	09/29/2009	10/29/2009

## New Leaves Received Report

This report lists information for leaves that were opened between the passed in start and end dates from the parameter list. Besides potential filters through parameters above, the report automatically filters on the following:

- Requested Start date of the leave must be within the range of valid job from/thru dates for the employee

## New Leaves Received Report

## ReedDemo

Report Period: 6/1/2009 - 9/28/2009

Total Number of Participants: 6

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Last Day Worked Date	Leave Received Date	Requested Leave Start	Requested Leave End
<b>Bohlke, Luna 9849635 [2]</b>									
570741256422	UH50	WI	Employee Health Condition		Continuous	09/13/2009	09/20/2009	09/14/2009	02/28/2010
555780799840	UH50	WI	Pregnancy / Maternity		Continuous		09/21/2009	09/29/2009	12/17/2009
<b>Broadhead, Robinette 989410 [1]</b>									
191567017795	CTAA	RI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
<b>Burrow, Marikas 9849979 [1]</b>									
557588993867	CTAA	WI	Employee Health Condition		Continuous	09/23/2009	09/24/2009	09/24/2009	10/15/2009
<b>Clementine, Lina 9849771 [2]</b>									
972826485494	NJMB	WI	Employee Health Condition		Continuous	09/20/2009	09/25/2009	09/21/2009	11/11/2009
206105963822	NJMB	WI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
<b>Cullen, Carlisle 989162 [1]</b>									
834324538164	CTAA	CA	Employee Health Condition		Continuous	09/13/2009	09/23/2009	09/14/2009	11/27/2009
<b>Hale, Jasper 989410 [1]</b>									
750689580542	B020	RI	Employee Health Condition		Continuous		09/21/2009	09/23/2009	10/23/2009
<b>Trakand, Elayne 981567 [3]</b>									
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/02/2009	09/23/2009	10/05/2009	10/30/2009
946027518888	NJMB	CA	Employee Health Condition		Continuous	09/11/2009	09/23/2009	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous		09/23/2009	09/29/2009	10/29/2009

## Notification & Changes Summary Report

This report lists information about the authorized time periods an employee is away from work. It identifies the leave plans the employee is authorized to use while away, the start and end dates of those leave plans, and the status of the leave plans. Records marked as T (Today) indicate the Start Date, End Date, or RTW Date is the current date.

Data Element	Definition
Recordtype	New , Changed, Today or null
FirstName	Employees First Name
LastName	Employees Last Name
EmployeeNumber	Employees Employee Number
LeaveIDExternal	The Reed system identifier for this leave
OrganizationName	From the client roster
WorkState	Employee's work state
AbsenceReason	The reason for the absence
LeaveType	Intermittent, Continuous, Reduced, Med Restriction No Lost Time
PlanName	The leave plan covering the lost time
OpenDate	The date the case was opened
CaseStatus	The current case status; open, closed, denied etc
AuthStatus	Approved, Denied, Pending
AuthFromDate	Authorization From Date
AuthThruDate	Authorization Through Date
DenialReason	Reason plan was denied
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
EstimatedFullRTW	Estimated return to work date (full duty)
ActualFullRTW	Actual return to work date (full duty)
TimeUsed	Hours lost on this leave plan so far on this absence only.
LastDayWorked	Last Day Worked
UnionName	From the client roster
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

## Notification & Changes Detail Report

This report includes the lost time hours for every date covered by any leave plan . There will be multiple rows, one for each plan active for any part of that date. All statuses (Pending, Approved, Denied) are included in the report. The data included will be for the date range specified by the user. New and Changed data outside that range will also be shown for the leaves included in the report.

Data Element	Definition
Recordtype	New , Changed, or null
FirstName	
MiddleName	
LastName	
EmployeeNumber	From the client roster
LeaveID	The Reed system identifier for this leave
LeaveIdExternal	
EmployeeNumber	From the client roster
LostTimeDate	mm/dd/yyyy format
PlanName	The leave plan covering the lost time – there will be a row for each plan applicable for the day or part of day. There can be several leave plans active on the same day.
HoursLost	Decimal(5,2)
AuthStatus	Denied, Pending, Approved
IntermittentOccurrenceType	Office Visit, Incapacity
Start Time	This is not a field tracked in LeavePro™
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

# Exhausted Denied Report

This report includes all leaves that are denied or completely exhausted, sorted by employee.

## Exhausted Denied Report ReedDemo

Report Period: 10/1/2013 - 10/31/2013  
 Total Number of Participants: 5  
 Work Type: All

Run by: ReedDemo@ReedGroup.com  
 Visibility as: Kenneth Ames  
 Visibility Option: All employees

Leave Reason: All  
 Location: All  
 Division: All

Leave No.	Location	Work State	Leave Reason	Type	Plan	Plan Status	Denied Auth Status Date	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Plan End	Est. RTW	Time Used	Time Remaining as of End of Report Period	Time Remaining as of End of Leave
<b>Amutavi, Sarah 98588 [3]</b>																
808911370740		OR	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
808911370740		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
<b>Beaupre, Matthew 98581 [2]</b>																
245000444856		OR	Employee Health Condition	Continuous	ADA	Denied	2013-07-05	Nonconcurrent	07/02/2013	07/05/2013	07/03/2013	02/28/2014		0	0	0
245000444856		OR	Employee Health Condition	Continuous	FMLA	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	08/24/2013		480	0	0
245000444856		OR	Employee Health Condition	Continuous	FMLA	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	08/25/2013	02/28/2014		0	0	0
245000444856		OR	Employee Health Condition	Continuous	OFLA-SHC	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	08/24/2013		480	0	0
245000444856		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	08/25/2013	02/28/2014		0	0	0
<b>Breen, George 98552 [1]</b>																
938897483876		CA	Workplace Accommodations	No Lost Time	ADA	Approved	2013-08-21		07/01/2013	08/21/2013	08/01/2013	08/30/2013		0	0	0
938897483876		CA	Workplace Accommodations	No Lost Time	ADA	Denied	2013-08-21	Certification Not Returned	07/01/2013	08/21/2013	10/01/2013	11/11/2013		0	0	0
<b>Lenahan, Michael 98330 [1]</b>																
834542298060		AZ	Employee Health Condition	Continuous	FMLA	Approved	2013-09-24		09/24/2013	09/24/2013	09/24/2013	09/27/2013		32	448	448
834542298060		AZ	Employee Health Condition	Continuous	FMLA	Denied	2013-09-24	Medical information incomplete	09/24/2013	09/24/2013	09/28/2013	10/07/2013		0	448	448
<b>Mano, Michael 98306 [1]</b>																
598917574647		MD	Employee Health Condition	Continuous	FMLA	Pending			02/28/2013	07/18/2013	03/01/2013	05/23/2013	10/01/2013	480	0	0
598917574647		MD	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	02/28/2013	07/18/2013	05/24/2013	10/01/2013	10/01/2013	0	0	0