

PER-21 LOA Checklist STD

PURPOSE

The purpose of this job aid is to provide the steps that need to be completed for an employee going on short-term disability.

Items to be Completed for Employees:

- View IT0000. Ensure that EE is not already on a LOA.
- View EE's eligibility for any requested leave.
- Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
- If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
- Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
- STD 60-Day Waiting Period is always the first action created. Any other subsequent STD actions begin on day 61, with exception of STD Extended, which is over and above the first 12 months of STD leave.
- Make sure that notes are entered both on the PCR and on the Action.
- Do NOT enter “Last Day Worked” on Employee Action Request.
- On IT0001, use the contract field if the employee is going on STD with less than five years of creditable service.
- On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.

- With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates up to the holiday. A subsequent PA30 transaction for IT2001 would need to document the holiday itself. A follow-up PA30, IT2001 would need to document leave taken after the holiday. Repeat if multiple holidays.
- STD Specialist completes Forms 714 and 711. Doctor completes Form 703. Employee returns Form 703 every 30 days. STD Specialist enters a separate IT2010 for each Form 703 returned.

First Published

Wed, 02/12/2014

Last Updated

Fri, 01/23/2026

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