



I MY PANTHERBENEFITS

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Benefits Updates | April 22, 2024

New Online Leave of Absence (LOA) Request Form

The HR Benefits Department is pleased to announce that the New Online Leave of Absence Request Form is **now** available for Leaves of Absence for 4 consecutive days or longer.

To access the New Online LOA request form, employees can simply log into PantherSoft at www.my.fiu.edu and navigate to the **same location** as the current LOA form:

Employee Forms > Benefits Forms > Leave of Absence request form.

Going Green, No More Paper!!! The online Leave of Absence form is now processed through Perceptive Content (formerly ImageNow) with new features for increased efficiency:

- Both supervisor and HR Liaisons will receive an acknowledgement email, after an employee completes their New Online LOA request form.
- Supervisors are not responsible for approving *Medical Leaves, Family Medical Leaves, Parental Leaves, and Military Leaves* (they will only receive acknowledgement emails).
- Supervisors are responsible for either approving or denying all Personal Leave Without Pay. They may do so by clicking the link sent via email after employees complete their New Online LOA request form.
- Supervisors may complete the New Online LOA request form on their employees' behalf.
- HR Liaisons do not have access to complete the New Online LOA request form on behalf of other employees.

Should you have any questions, feel free to contact Human Resources Leaves at hrleaves@fiu.edu.

Wellness Bite Webinar | \$aving on Healthcare: Urgent Care vs. ER Visits

We invite you to register for our upcoming Wellness bite-sized webinar with Aetna Health taking place on **Wednesday, May 1, 2024, at 12:00pm**. Join us for this informative session, presented by Aetna's Senior Account Manager, intended to help you make informed decisions about healthcare expenses and empower yourself with the knowledge to navigate healthcare costs effectively. Stay tuned for more upcoming events!

Reminder Flexible Spending Accounts for Plan Year 2023

Filing Deadline (use it or lose it!): All claims for plan year 2023 must be submitted to Chard Snyder by the filing deadline of **April 30, 2024** (or the tax filing deadline). For more information, check out the State's website for Spending Accounts or contact Chard Snyder's Customer Service representatives at 1-855-824-9284 or email FloridaAskPenny@chard-snyder.com.

Questions? Contact Benefits Administration at benefits@fiu.edu.