

Modifying a Leave Schedule

Before you begin

After an employee files a Paid Family Medical Leave claim, you can Review and Adjudicate the claim in LaborFirst.

The leave schedule in LaborFirst ensures that an employee is correctly credited for time away from work due to a Paid Family or Medical Leave claim.

For Parental and Qualified Exigency Leave

Before completing the Initial Review and Adjudication in LaborFirst, we recommend looking at the leave schedule. If the claim is for intermittent or reduced hours per day, it's best practice to discuss the schedule with your employee and make any necessary changes before proceeding to the Initial Review and Adjudication.

For Medical and Family Caregiving Leave

After completing the Initial Review in LaborFirst, a Health Care Provider will determine the appropriate Leave Schedule. If the employee or their Health Care Provider need to adjust the leave schedule, you will need to make these adjustments in LaborFirst.

What is a Leave Schedule

Each claim has an associated leave schedule. Leave can be taken in one of the following ways:

- **Continuous** – a leave schedule in which leave is taken all at once in a single uninterrupted block of time.
- **Reduced hours per day** – a leave schedule that allows the employee to work fewer hours per day, based on a percentage of their time. For Parental and Qualified Exigency Claims, this is only allowed if permitted by you, the employer.

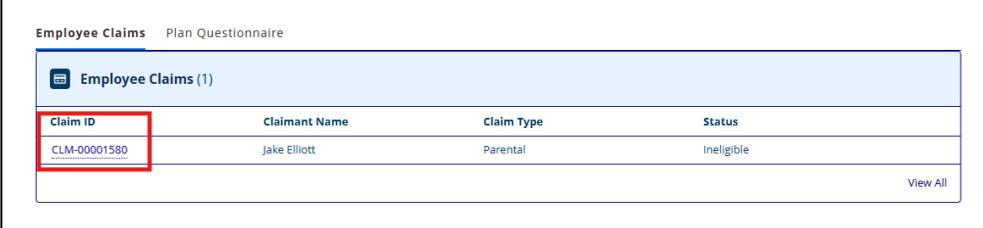
- **Reduced hours per week** – a leave schedule that allows the employee to work fewer days per week while on leave.
- **Intermittent** – a leave schedule that allows leave to be taken in different blocks of time on a periodic basis. For Parental and Qualified Exigency Claims, this is only allowed if permitted by you, the employer.

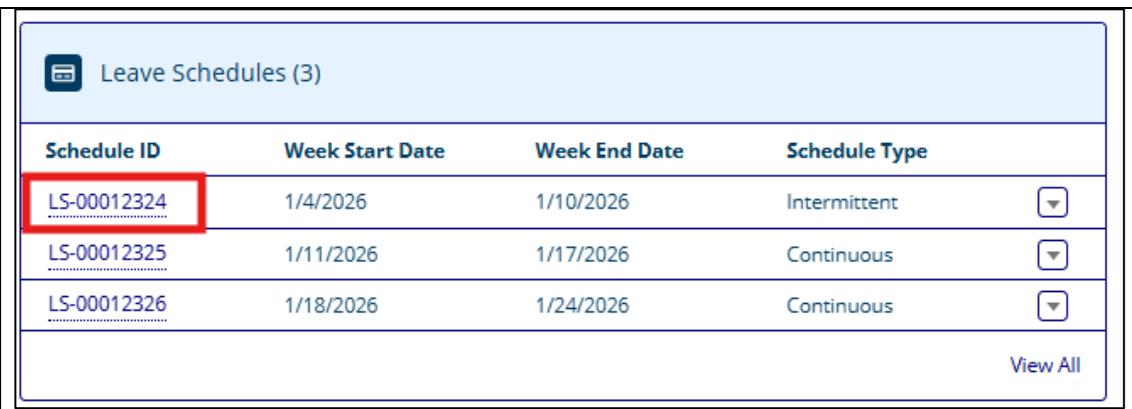
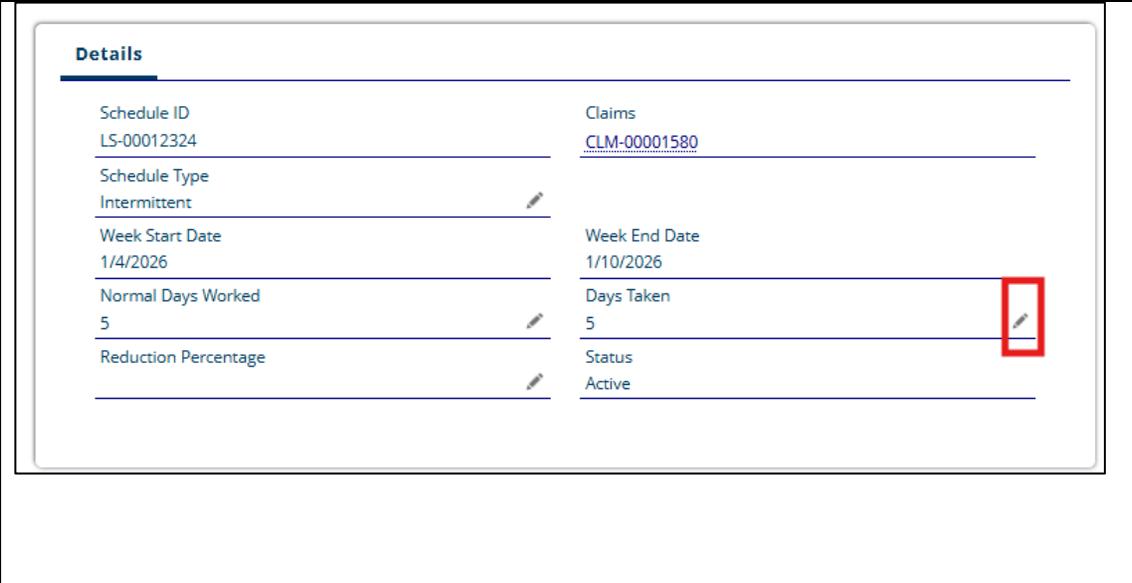
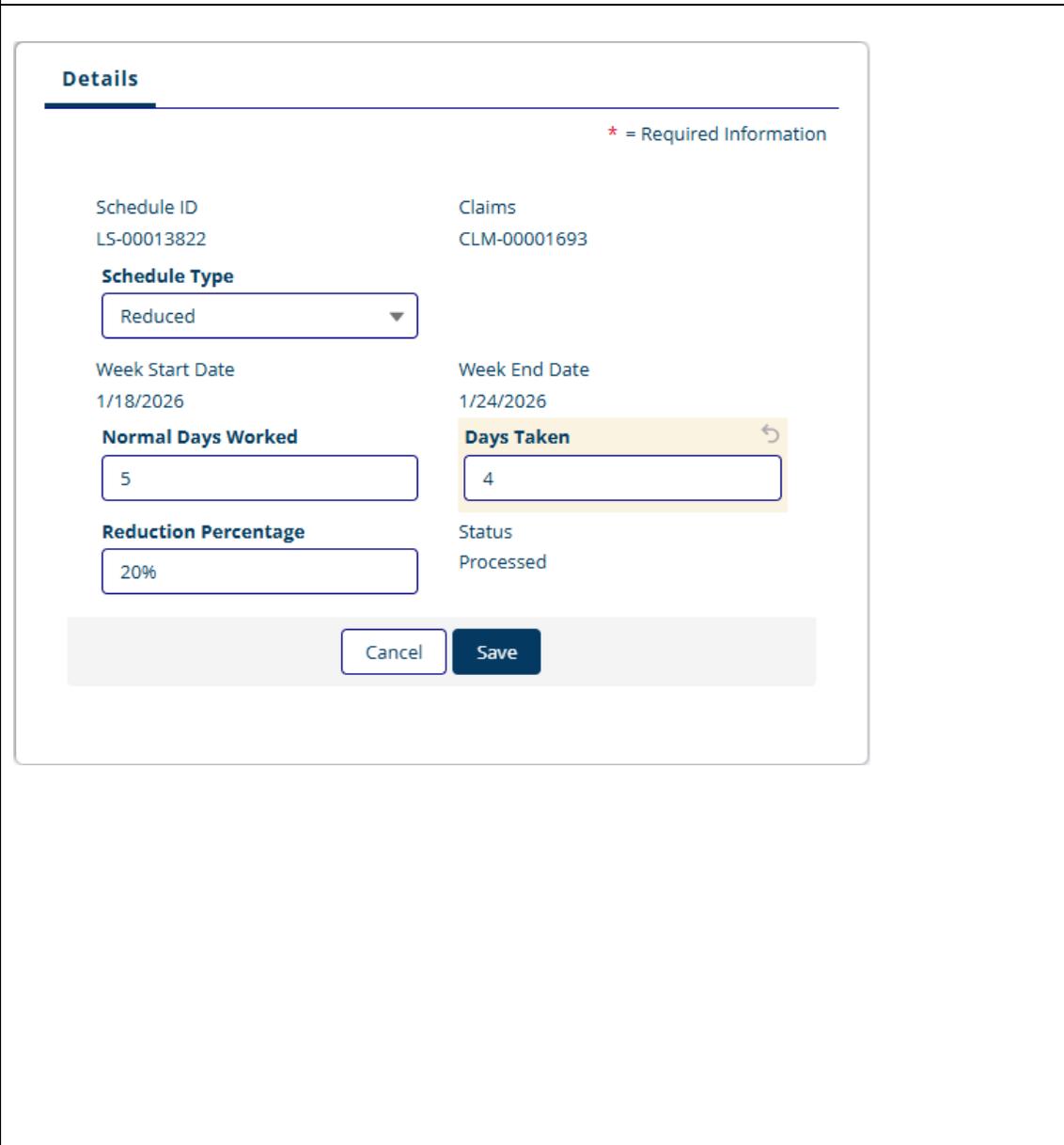
In each case you need to work with your employee to determine the days or hours the employee will be using their paid leave following your typical HR processes. Then, you'll need to enter the employee's schedule for each week, or their claim will not be paid.

Why should I review a Leave Schedule?

It's important to confirm that the start and end dates were entered by the claimant or Health Care Provider in the LaborFirst system.

Modifying a Leave Schedule

Step	Process	Image
1	Log into your LaborFirst account and Click Go to your Home Page	
2	Click on the relevant Account Division	
3	Click the Claim ID for the person you want to modify	

4	<p>Select the leave schedule you want to modify</p>	 <table border="1"> <thead> <tr> <th>Schedule ID</th> <th>Week Start Date</th> <th>Week End Date</th> <th>Schedule Type</th> </tr> </thead> <tbody> <tr> <td>LS-00012324</td> <td>1/4/2026</td> <td>1/10/2026</td> <td>Intermittent</td> </tr> <tr> <td>LS-00012325</td> <td>1/11/2026</td> <td>1/17/2026</td> <td>Continuous</td> </tr> <tr> <td>LS-00012326</td> <td>1/18/2026</td> <td>1/24/2026</td> <td>Continuous</td> </tr> </tbody> </table>	Schedule ID	Week Start Date	Week End Date	Schedule Type	LS-00012324	1/4/2026	1/10/2026	Intermittent	LS-00012325	1/11/2026	1/17/2026	Continuous	LS-00012326	1/18/2026	1/24/2026	Continuous
Schedule ID	Week Start Date	Week End Date	Schedule Type															
LS-00012324	1/4/2026	1/10/2026	Intermittent															
LS-00012325	1/11/2026	1/17/2026	Continuous															
LS-00012326	1/18/2026	1/24/2026	Continuous															
5	<p>Click the pencil icon next to the field you want to modify.</p> <p>Note: If the Schedule Type is continuous the system will pay regardless of days or hours entered. This is for intermittent or reduced only.</p>	 <p>Details</p> <p>Schedule ID: LS-00012324 Claims: CLM-00001580</p> <p>Schedule Type: Intermittent</p> <p>Week Start Date: 1/4/2026 Week End Date: 1/10/2026</p> <p>Normal Days Worked: 5 Days Taken: 5</p> <p>Reduction Percentage: Status: Active</p>																
6	<p>If the Schedule Type is Reduced. That means the schedule is set. Four days off per week, for example.</p> <p>If the leave is for a certain number of Days Taken, enter the number of days of leave taken.</p> <p>If the claimant reduces hours per day, enter it in the reduction percentage.</p> <p>If the claimant takes half days on each of the four days, enter 50%</p> <p>When complete, Select Save and go back to the claim screen.</p>	 <p>Details</p> <p>Schedule ID: LS-00013822 Claims: CLM-00001693</p> <p>Schedule Type: Reduced</p> <p>Week Start Date: 1/18/2026 Week End Date: 1/24/2026</p> <p>Normal Days Worked: 5 Days Taken: 4</p> <p>Reduction Percentage: 20% Status: Processed</p> <p>Buttons: Cancel, Save</p>																

If the **Schedule Type** is **Intermittent**, you'll follow the same process as above, but the claimant can use this time as needed, so you'll need to enter this time as it arises, week to week.

Details

* = Required Information

Schedule ID LS-00013822	Claims CLM-00001693
Schedule Type Intermittent	
Week Start Date 1/18/2026	Week End Date 1/24/2026
Normal Days Worked 5	Days Taken ↻ 3
Reduction Percentage	Status Processed

Cancel Save

After Saving

If you need to adjust this schedule at any time, you can always come back and do so, as long as it's in advance of the leave taken.