

FREQUENTLY ASKED QUESTIONS (FAQ'S) ON FMLA

WHAT IS FMLA?

According to the Department of Labor Website:

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

[Family and Medical Leave Act | U.S. Department of Labor \(dol.gov\)](#)

WHO IS ELIGIBLE?

Any Full-Time employee who has worked at least 12 months (consecutively or not) and have worked at least 1,250 hours within those previous 12 months. (a rolling calendar determines)

Part Time employees may be eligible for the leave, however, may not be paid due to no accruals.

Temporary employees are eligible at the discretion of the HR Director which would need approvals. (HR 8.0 Sec. VI. Eligibility)

TYPES OF FMLA LEAVE

Continuous – to be out for a certain period or designated amount of time.

Intermittent – time taken in separate blocks of time for a single illness or injury. It is available for all eligible uses of FMLA except for childbirth or placement of child.

Reduced work week – medical necessity for reduced work week, to include a reduced work week or change in schedule from FT to PT. (must be approved by Dept. Head)
(HR 8.0, Sec VII)

QUALIFYING EVENTS FOR FMLA

- The birth of a child/care of newborn child
- Placement of a foster or adopted child

- To care for the employee's spouse, son, daughter, or parent with serious health condition, which can include physical and psychological.
- Because of the serious health condition of the employee, which makes him/her unable to perform their essential functions.
- Qualifying exigency that the employee's spouse, son, daughter or parent is a covered military member on active duty or to care for that service member due to serious injury or illness.

When Does FMLA start? Who needs it?

- 30 days advance notice should be given when possible (ex. in the cases of scheduled procedures, birth of a child) OR as soon as practicable
- If an employee is going to be out 5 or more days for a serious health condition on a no duty status, as in the case of surgery or hospitalization, your department should send them FMLA paperwork on the 5th day.

While on FMLA...

Employees are paid available Sick, Personal and Vacation leave in that order until exhausted.

Employees are required to check in with their supervisor or department designee every 2 weeks to update them on their status.

Employees should contact benefits to discuss eligibility for LTD payments. If they are on unpaid leave, they will be billed for their insurance premiums.

Returning from FMLA

Employee(s) must go to Alliance Health Resources with their physician's release for a medical evaluation, for both limited or full duty to be allowed back to work.

If a civilian employee is out more than 30 days, they will be required to submit to observed drug and alcohol testing.