

## Employee Responsibilities/FAQs while on Block FML

### 1. What is my responsibility while I am on Family and Medical Leave (FML)?

- You need to communicate with your supervisor and FML Administrator regarding your leave request and approval, duration of the leave, and expectations for returning to work.
- Do not work while you are on leave.

### 2. How should I transition my work before I leave for a block (continuous) leave?

- If possible, coordinate with your supervisor about how to transition responsibilities before going out on leave.
- In speaking with your supervisor, confirm you will be returning to work after your leave.
- If possible, create an out-of-office message for your e-mail and phone, indicating your alternative contact.

### 3. How do I get paid while using FML?

- You must use your accrued sick and vacation during your leave. Please work with the FML Administrator on how to code your time.
- You are responsible for ensuring that your time has been coded either in Employee Self Service (ESS) or in Kronos. If you are unable to code your time while on leave, you must work with your time administrator so that they can code your time. Please notify the FML Administrator with the person responsible for time coding.

### 4. What happens to my benefits?

- While you are on paid leave, NKU will continue your health benefits during the leave period at the same level and under the same conditions as if you had continued to work.
- If you move into an unpaid leave status, and you are enrolled in a health, dental, or vision plan, you will need to speak to the FML Administrator about a benefits repayment plan.

### 5. What do I do when I am ready to return to work?

- Prior to returning to work from a personal health condition, you will need to obtain a release from your healthcare provider confirming your release to return to work to perform your regular duties or set forth any restrictions.
- You must send a release to work to the FML Administrator at least 2 days prior to your expected return date. You may not return to work without being cleared by the FML Administrator.
- If an employee is on an FML leave for a family member they must contact the FML Administrator and their supervisor at least 2 days prior to their return. A release to work is *not* necessary.

### 6. How is my job protected under the FML Act?

- Your position is protected only when taking time off for an approved FML reason. Your job is not protected in the case of misconduct or absences/tardiness unrelated to your approved FML.