

## Employee Responsibilities/FAQs while on Intermittent FML

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

- If you have intermittent leave, whenever possible, you should schedule healthcare provider appointments and office visits at least 48 hours in advance and communicate with your supervisor.
- Ensure you understand your department's call-in procedures and work expectations, as these will continue to apply during an intermittent leave period.

### 2. How do I utilize intermittent leave?

- Intermittent leave may be taken in blocks of time or by reducing weekly or daily schedules as indicated by your healthcare provider on the medical certification.
- You should communicate with your supervisor and FML Administrator the dates and times you need for leave. When you utilize time for FML (either scheduled or unscheduled), you should notify your supervisor of FML time immediately.
- You need to coordinate with your supervisor in advance to consider departmental needs when scheduling appointments, in addition to meeting the needs of your medical situation.
- You will be required to follow departmental call-in procedures and work expectations.
- If you have medical restrictions, provide the FML Administrator with the restrictions and he/she will work with your supervisor to determine if essential job functions are affected.
- An employee that takes time off work for an approved FML may not make up the time taken off.

### 3. What is the difference between an FML absence and other absences?

- An FML absence is used when the employee is off of work for reasons related to their approved FML.
- Regular sick time may be used for other reasons not covered under the **approved FML**. For example, the employee has an approved FML for diabetes treatments, but has the flu. The absence should be recorded as sick.
- Employees on intermittent FML are still able to use approved vacation days.

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

- You must indicate that you are absent due to your approved FML reason in order for the time to be covered under FML.
- You must use your accrued sick and vacation during your leave. Please work with both your time and FML Administrators 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.

### 5. 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.