



Human Resources Benefit Team Presents

FMLA Awareness for BFSA



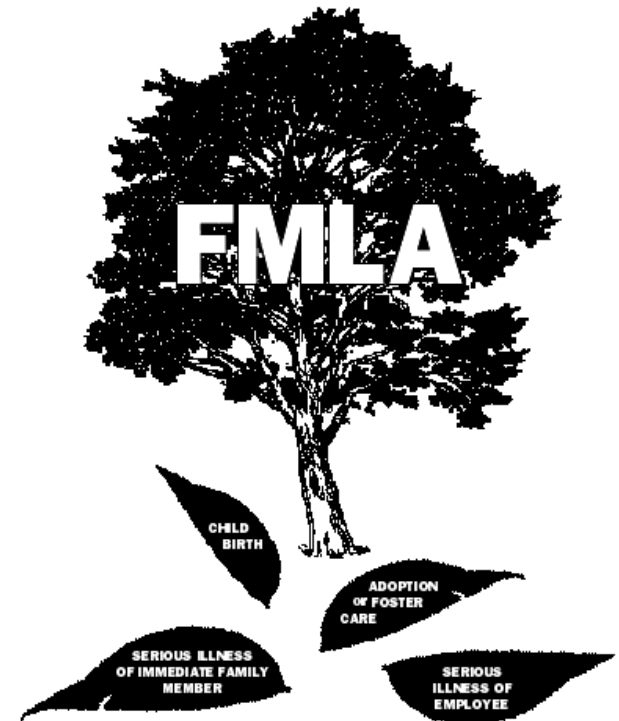
Human Resources BFSA – FMLA Awareness

What is FMLA?

- Family and Medical Leave Act of 1993 that provides eligible employees up to 12 weeks of unpaid leave in a rolling 52 week year.

What are the qualifying events for FMLA?

- Child care
- Adoption or foster care
- Serious illness of employee
- Serious illness of immediate family member
- Military





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Two Types of FMLA

- Continuous FMLA
- Intermittent FMLA

What is the difference between them?

- **Continuous-** May be used for an extended period of time.
- **Intermittent-** May be used in hours or days.

What are the eligibility requirements?

- 1 Year employment with the Fund.
- 1250 work hours in the previous 12 months.



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What is the process for requesting a leave?

- Schedule a meeting with Human Resources Benefits Coordinator to obtain a FMLA Request Form and a Health Care Provider Certification Form.

What is necessary for HR to complete a FMLA review?

- Verification of hours and hire date.
- Employee must complete a FMLA Request
- The employee has 15 days from the day that you receive your forms to have the Health Care Provider Form completed and returned to the Benefits Coordinator.





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What is Human Resource's role?

- Review of employee's ADP E-time and personnel records.
- Review for completeness of FMLA Request Form.
- Review for completeness of Health Care Provider Certification form.
- Refer to outside medical consultant for review.
- Respond to employee with approval or denial.
- Notify Department Management, Eligibility, and Payroll if approved.



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What happens to my benefits during an approved FMLA leave?

- Benefits continue during a FMLA leave.

Is FMLA Paid or Unpaid?

- FMLA, by law is unpaid.
- Personal, Sick, or Vacation time may be used at employee's request.

Does an employee have to schedule intermittent FMLA?

- Employee should give as much advance notice as possible.
- If an employee calls in, he/she must identify the time as FMLA leave.



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Can FMLA leave be extended?

- Yes, based upon review of new documents, and depending if the employees' allotted time has expired.

What is the procedure for staff returning from a Continuous Leave?

- Employees must notify the HR Benefits Manager at least 1 week prior to returning to work from a Continuous FMLA leave.
- If applicable, written medical clearance to return to work should be submitted to the HR Benefits Manager.



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**If you have any questions in regards to FMLA
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