

### **Providing Notice for FMLA Leave**

When a qualifying situation and the need for leave is foreseeable, an employee must request FMLA leave 30 days in advance of the anticipated start date of the leave. This notice period allows the employee's department to make appropriate arrangements to ensure the continuance of academic or business operations.

When a 30 day notice of the need for leave is not possible, depending on the specific circumstances, the employee must provide notice as soon as practicable, in compliance with the departmental usual and customary procedure for reporting absences, to the supervisor, the Departmental Attendance and Leave Coordinator, and Human Resources.

### **Documentation and Use of Leave**

An employee requesting FMLA leave for a serious health condition affecting either the employee or an immediate family member must submit a completed Employee Request for Family/Parental/Medical Leave form as well as a Certification of Health Care Provider attesting to the medical necessity of the leave requested. The documentation must include:

- The date on which the serious health condition began;
- The anticipated duration of the condition or impairment and need for leave;
- Medical facts sufficient to determine eligibility; and
- A brief statement describing the regimen or treatment prescribed to address or alleviate the serious health condition for which an employee is requesting leave. This statement should include an estimated number of visits, the nature, frequency, and duration of treatment; whether or not treatment would include the referral to another health care provider; and whether or not inpatient hospitalization, hospice care, or other residential care facility is required.

When an employee is requesting leave for the employee's own serious health condition, the documentation must state the employee is unable to perform work of any kind or unable to perform essential functions of the job. Medical certification may be required to affirm the employee's ability to resume the essential functions of the job.

If an employee is requesting leave for a serious health condition affecting an immediate family member, the documentation must state that the immediate family member requires assistance for basic medical, hygiene, nutritional needs, safety, or transportation, or that the employee's presence would be beneficial or desirable for the care of the family member, which may include psychological comfort. The employee is required to indicate the care he or she will provide to the immediate family member and indicate the time associated with such care.

Human Resources may contact the treating healthcare provider to clarify or authenticate an FMLA certification. Re-certification may be required every 30 days, unless a specific period of time is designated in the initial certification, and then re-certification may be requested after the period elapses.

When requesting intermittent FMLA leave for planned medical treatment, an employee has an obligation to schedule the treatment at a time that will not unduly disrupt the department's operations.

Documentation for care of a family member or next of kin relative injured or ill as a result of serving as an active duty servicemember should be issued by the health care provider of the servicemember being cared for by the employee or be in the form of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a covered servicemember's family.

Required documentation for FMLA leave due to qualifying exigencies may include a copy of the covered military member's active duty orders and certification of the facts related to the specific qualifying exigency, including contact information for a third party involved in any meeting requiring the leave.

Documentation for a birth, adoption or foster care may be required prior to designating FMLA leave.

### **Benefits While on an FMLA Leave of Absence**

An employee who needs to discuss FMLA leave impact on benefits should contact the campus Human Resources office. In some circumstances, an employee on an FMLA-designated leave with insufficient leave balances may cancel insurance coverage while on leave and resume coverage within 31 days of return from leave or pay the premiums by personal check. The employee should make arrangements with Human Resources and Payroll prior to beginning leave.

### **Return to Work Certification**

An employee on FMLA leave for the employee's own serious health condition may be required to submit a return to work certification completed by the treating health care provider to the direct supervisor and to Human Resources upon returning to work from the leave of absence. Failure to comply with this requirement may delay the return to work.