



FMLA Fact Sheet



FMLA

The Family Medical Leave Act of 1993

This is a leave that is available in a bulk of time or in intermittent periods for the employees own serious illness, or the care of a family member. This leave has specific criteria in order to be eligible:

~**Employee must have (1)one year tenure having worked 1250 hours**~

This leave is opened thru HR One Stop via phone 888-722-1787

The forms can be sent via email or regular mail.

The forms have to be filled out completely by your doctor and faxed from the doctor's office, or sent via regular mail.

Page1: The medical certification needs to be filled out by the employee, its basic information about the employee but note *it has a return date on it you must have the form back by that date or call the HR One Stop for an extension.*

Page 2: The form needs to be filled out by your doctor. He or she needs to be as detailed as possible in order to get FMLA leave period approved.

Page 3: This page is where the doctor fills in your treatment plan and the days of incapacitation, meaning ,I f your FMLA absences are for several days per month for yourself or a family member he or she needs to write that in. For example if you suffer from migraine headaches that leave you unable to perform your job function, your doctor may recommend you be excused from work 3 times per month. So your doctor would fill in 3 next to the days per month.

~It's strongly recommended that your doctor add additional notes on this page to support your need for FMLA~

Once your claim is approved by Claims administrator you are able to start using your intermittent absence periods.

How do you report your need for FMLA?

These absences are reported to your attendance manager or immediate supervisor depending on your work location.

FMLA absences have to be reported within 2 business days from the return to work [the day you return is considered day 1]

After an intermittent absence is taken you will receive an email or a letter to the address on record stating if the absence was approved or not. This document is very important. If the time was approved then nothing more is needed. If the time off was denied you have 14 days to get the additional supporting documents in to the claims administrator .

Your Dr. may need to add additional notes to the forms he or she previously submitted and resend them.

This absence will be counted against your yearly allotted amount of time. Annually FMLA guidelines allow 480 hours or 12 weeks.

LOCAL



Now available The Department of Labor provides a free app from itunes: DOL-Timesheets.

This app helps you to calculate and keep track of hours worked without relying on the company to do it for you.

Also available thru the DOL a work hours calendar to keep track of your time, for your very own record keeping. (see your steward for a copy of this calendar)