

Frequently Asked Questions – Family Medical Leave

Do I qualify for Family Medical Leave (FML)?

In order to qualify for Family Medical Leave (FML) you need to be employed for at least one year (does not need to be consecutive) and have worked at least 1250 hours in the 12 month period prior to the leave start date. This could apply to part-time and full-time employees.

What paperwork do I need to request FML?

For an FML to be evaluated or approved, an FML application and the appropriate certification form from a medical health provider or for military exigency are required. There is a certification form for your own serious health condition and one for the serious health condition of a family or service member. Once the application and certification forms are submitted to HR, your leave request will be evaluated. The forms are available at <http://i.slcc.edu/hr/leave-ada.aspx> or by contacting the HR Leave Coordinator at 801-957-4722 or email at jill.tew@slcc.edu.

Which of my family members are covered by FML?

The family members covered by the Family Medical Leave Act are spouse, domestic partner, child, or parent. Note: this does not include parent-in-law or sibling.

What are the reasons I can take FML?

1. The birth and/or care of the employee's newborn child (if leave is taken within 12 months of the birth)
2. A child's placement with the employee for adoption or foster care;
3. To care for a spouse, domestic partner, child, or parent who has a serious health condition;
4. A serious personal health condition that renders the employee incapable of performing the functions of their job;
5. A qualifying exigency when a spouse, domestic partner, child or parent is on active or called to active duty in the National Guard or reserves in support of a contingency operation to address certain qualifying exigencies;
6. Military care giver.

Why should I take Family Medical Leave?

Taking FML entitles eligible employees the following benefits:

- **Excused time off work** to take care of your own or qualifying family member's serious health conditions.
- **Job protection** – the employee will be returned to the same or an equivalent position, status, pay, shift, and location, as determined by the College, held prior to the leave. There may exceptions to this if an employment action would have affected the employee if they were not on leave.
- **Group health insurance benefits** – the employee is entitled to the continuation of the group health insurance coverage during FML on the same terms as if they had continued to work. Your premiums will continue to be deducted from your paycheck or can be paid to the College during an unpaid leave.

Do I have to take FML or can I just use my accrued sick and vacation time?

You may choose to take FML, but you do not have to. FML offers employees protections not guaranteed by just using accrued time (as listed in the previous question), so it is highly encouraged. It also helps supervisors and departments plan for coverage during an absence.

What do I need to do if I need military illness or exigency FML time?

Please contact the HR Leave Coordinator at 801-957-4722 or email jill.tew@slcc.edu to discuss your next steps.

When should I tell someone about my need for FML?

If the leave is foreseeable, an employee should notify their supervisor/HR Leave Coordinator 30 days before the leave starts. If the leave is unforeseeable or an emergency, an employee/family member should notify their supervisor/HR Leave Coordinator as soon as possible. Supervisors are required to immediately notify the HR Leave Coordinator of an employee's FML request.

How long can I be on FML?

For a serious medical condition for yourself or a family member, eligible employees can take up to 12 weeks of time each fiscal year. An eligible military caregiver can take up to 26 weeks each fiscal year. Faculty members can be approved for an extension of time to cover the remainder of the semester. FML time off can be used continuously, intermittently or on a reduced work schedule.

What if I need to be gone only some of the time?

FML may be used intermittently or on a reduced work schedule, based upon the health care provider's certification.

How can my medical health provider send information?

The preferred method of submitting Family Medical Leave paperwork to the HR Leave Coordinator is bringing it in person or having the provider's office fax it to the Coordinator's **confidential fax number 801-997-4722**. USPS mail or interoffice mail is also an option, but we discourage the use of these methods due to time restrictions and possible loss of paperwork during transit.

How do I get paid during FML?

Family Medical Leave is unpaid. In order to get paid during a leave, an employee will use their accrued time. Any time taken for FML will be entered as sick time for payroll, no matter what your accrual balances are. The payroll system will first use accrued sick leave then vacation leave during your absence. In catastrophic circumstances, an employee may be eligible to apply for sick leave pool.

What do I need to do when I run out of approved FML time?

Please contact the HR Leave Coordinator at 801-957-4722 or email jill.tew@slcc.edu to discuss your next steps.

What do I need to do when I no longer need FML?

In all cases of leave, the employee will be required to furnish the HR Leave Coordinator with periodic status reports and your intent to return to work. Please notify the HR Leave Coordinator at least 2 days prior to the date you intend to return to work. Employees will be required to submit a "fitness for duty" certification completed by their medical provider for a serious health condition before returning to work.

Where can I see a copy of the Family Medical Leave policy?

The complete 4.07 Vacation Leave, Sick Leave, Family Medical Leave, Sick Leave Pool policy can be found at <http://www.slcc.edu/policies/docs/C2S4-07%202012-08-07.pdf>

This FMLA information is intended only as an informational guide. It does not, nor is it intended to provide a complete list of your rights, options or obligations under the Family and Medical Leave Act or SLCC Policies. To make sure all of your questions have been answered, please consult with the HR Leave Coordinator before making any decisions regarding your use of Family Medical Leave.