

FMLA Frequently Asked Questions:

What is FMLA?

FMLA is the Family and Medical Leave Act which allows employees to take job-protected leave for specified family and medical reasons. Employees may be on FMLA intermittently or continuously for up to 12-work weeks during a 12-month period.

Who is eligible to take Family and Medical Leave (FML)?

Columbus State employees (faculty, staff, regular or temporary and some part-time) who have been employed by the College for at least 12 months (time may not necessarily be consecutively but within the last seven years) AND who have worked for at least 1250 hours in the previous 12 month period.

What is a qualifying reason to take FMLA?

- The birth of a child and the care of the newborn child.
- The placement of a child with the employee for adoption or foster care.
- To care for an immediate family member of the employee who has a serious health condition.
- A serious health condition of the employee that makes the employee unable to perform the essential functions of the job.

*FML also recognizes several Military Leave Entitlements.

What qualifies as a serious health condition as defined under the FMLA?

The FMLA defines a serious health condition as an illness, injury, impairment, or a physical or mental condition that involves either inpatient care in a hospital, hospice or residential care facility OR continuing treatment by a health care provider. Any absence involving hospitalization qualifies as a serious health condition.

What information will be provided to the supervisor or manager?

HR can provide the supervisor and/or manager with information regarding the length of leave and the estimated frequency and duration if the leave is intermittent. Employees should inform their supervisor about the timing and length of leave because they are still required to comply with the department's usual and customary process for requesting leave, absent unusual circumstances. Further, HR can inform supervisors about any necessary restrictions of work or duties of the employee and necessary accommodations. All medical information and records are kept separate and are treated as confidential by the HR Benefits department.

Employee Benefits During Leave

An employee on approved Family and Medical Leave has continuing coverage under the employer's group medical insurance and may continue coverage for spouse and dependents during the period of unpaid leave. The employee on unpaid Family and Medical Leave continues to receive other benefits except (1) pension contributions (2) accrual of sick leave and vacation days during any period of unpaid leave. Employers may recover premiums paid to maintain an employee on the group health insurance during Family and Medical Leave when the employee fails to return to work for reasons other than (1) continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or (2) other circumstances demonstrated to be beyond the control of the employee.

How do I request an FMLA Leave of Absence? You will be able to request a leave of absence in Workday via the absence calendar. Refer to "Requesting a Leave of Absence" instructions sheet.

Will I receive paperwork? Yes, the Benefits Team will receive your request for the leave of absence and will send you the required paperwork applicable to your leave via Absencesoft.

How do I submit my completed paperwork? All leave paperwork must be faxed to (614) 287-6111 or emailed to fml@csc.edu. Please do not upload any medical documents into Workday.

How long will it take to process my leave? Processing times vary based upon current volume, but please be advised that we aim to process all leaves as quickly as possible.

Am I required to submit a delivery note after the birth of my child? Yes. A verification of birth document must be submitted after the birth of a child. Failure to submit the note could affect PPL payments.

How do I receive pay while I am on a continuous or intermittent FMLA? Select the corresponding FMLA time off on your Absence Calendar to ensure you are paid correctly. It is recommended that you use the menu options with arrows and avoid searching when reporting FMLA. **IMPORTANT:** Time offs must be added for current pay period. If you are unable to add the time off during your absence, your manager or a Benefits Analyst can do so for you.

- Intermittent FMLA - Select: Leave - Intermittent time offs
- Continuous FMLA - Select: Leave - Continuous time offs

Am I required to use all my paid time offs? You are required to use any appropriate accrued time off (sick first, then vacation, personal, or other time off type) while you are on FMLA. Once you have

exhausted your applicable paid time off, the remainder of your FMLA leave will be leave without pay and you should select the FMLA unpaid time off type. If you are approved for paid parental leave, the hours will be loaded by a Benefits Analyst prior to your leave, and you will select the Parental Time off option.

If I have a scheduled medical procedure and need to be out for several weeks, can I complete my Absence Calendar in advance? Yes, it is ideal if you can do so. You would use the corresponding FMLA Time Offs for a continuous leave.

My FMLA leave is intermittent. Why does my Workday Absence Calendar look like I am out of the office every day? When you have an approved Leave of Absence, it will show on your Workday Absence Calendar as a green line spanning the entire length of time of the approved leave. It serves as a placeholder to help you more efficiently request your related time off in the future. The line is only visible on your own calendar and for your HR Partner and Supervisor, not your coworkers or other team members.

Am I required to submit a return to work note? Is there a specific form? When returning from leave for your own serious health condition, you are required to submit a return to work note on or before the date you return. You can use our form, or a note on your physician's letterhead will suffice. It should specify the date you are cleared to return, and if there are any restrictions.