

Family Medical Leave Employee Information

Family Medical Leave Act (“FMLA”) entitles eligible employees to take up to 12 weeks of job-protected leave over a 12-month period for specified family and medical reasons. An employee is eligible for up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. Please refer to the College’s FMLA policy found in the [employee handbook](#) for details regarding FMLA.

This information sheet is provided to help employees understand the FMLA process. For questions regarding leaves contact [Statewide Benefits and Leaves Hub](#) (“Hub”).

- Are you eligible for FMLA leave?

Employees who have been employed by Ivy Tech Community College for a total of at least 12 months (not necessarily consecutive and within the last 7 years) and who have worked at least 1,250 hours during the previous 12 months are eligible.

- Does your reason for FMLA leave fall within one of the reasons listed below?

- a. Birth of child and to care for the newborn child within one year of birth;
- b. Placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- c. Serious health condition that makes the employee unable to perform the essential functions of their job;
- d. To care for the employee’s spouse, child, or parent who has a serious health condition;
- e. Any qualifying exigency arising from the fact that the employee’s spouse, child, or parent is a covered military member on “covered active duty” or
- f. To care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, child, parent, or next of kin.

- Notify your supervisor the need for leave and contact the [Hub](#) 30 days prior to your intended leave date to discuss the following documents or visit the FMLA leave page located on the Benefits website to start your request.

- a. Family Medical Leave Request Form
- b. Medical Certification for Employee’s own Serious Health Condition (including pregnancy), if applicable
- c. Medical Certification for Serious Health Condition of Employee’s Family Member, if applicable
- d. Certification for Serious Injury or Illness of Covered Service Member, if applicable
- e. Certification of Qualifying Exigency for Military Leave, if applicable
- f. Legal documentation of adoption, if applicable

- Intermittent or Reduced Schedule leaves are considered on a case-by-case basis, taking into consideration the employee’s position and current business needs of the College.

- If your leave requires you to provide one of the certification forms (b, c, d, or e listed above) it must be completed and returned to the Hub within 15 calendar days of the request, unless not feasible despite employee’s good faith effort. Please note the certifications need to be completed in its entirety to avoid your leave being delayed or denied.

- Benefits during FMLA Leave:

- a. During paid leave (due to using sick, vacation/faculty release time), existing elected benefit premiums will continue to be made by payroll deduction.
- b. During unpaid leave (due to exhausting sick, vacation/faculty release time), employees will be billed for benefit premiums and must be submitted by terms agreed upon with the College.

- Timesheet Completion while on Leave:
 - a. Continuous leave, you will be asked to complete the first and last leave timesheet via IvyTime indicating any hours worked and entering the appropriate FMLA code under the section labeled *Report FMLA Time* for the time away from work due to FMLA. For all other pay periods, the Hub will complete timesheets on your behalf.
 - b. Intermittent/Reduced Schedule leave, you will complete your timesheet via IvyTime using the section labeled *Report FMLA Time* to claim time away from work due to FMLA.
- An employee whose FMLA was based on employee's own serious health condition must provide *Fitness-for-Duty* certification from a medical provider stating employee is able to resume work. Employees returning from leave must be able to assume all essential functions of their job upon return. If an employee can't perform all essential functions of the job, it must be outlined on the *Fitness-for-Duty* certification. A *Fitness-for-Duty* certification is not required when returning from an FMLA Intermittent or Reduced Schedule leave.
- If the timeframe of your leave changes:
 - a. You have a need for additional FMLA time than originally anticipated, please notify the Hub as soon as you learn of the need. You will need to submit an updated medical certification to support the additional time.
 - b. You are able to return to work prior to the expected return date, notify the Hub with your intent to return to work.
- If you have exhausted your FMLA leave and you are needing to request additional leave. Please reach out to the [Hub](#) to discuss your options.

Additional Resources:

- Short Term Disability Benefit
 - a. [Benefit Summary](#)
 - b. [FAQ](#) (instructions on when and how to file a claim)
 - c. [Maternity FAQ](#)
- Long Term Disability
 - a. [FAQ](#) (instructions on when and how to file a claim)
- Employee Assistance Program - [Humana](#)

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