



**Health  
Benefits  
Employee Services**

# Family and Medical Leave Act (FMLA)

Benefits Department 3332  
Health Plans  
505-844-HBES (4237)  
[hbe.sandia.gov](http://hbe.sandia.gov)



## Objective of the Federal Law

- Helps you balance work demands with personal and family needs
- Requires covered employers to provide up to 12 weeks of job-protected leave to eligible employees for qualified conditions
- Provides unpaid time away while you are:
  - Recovering from illness or injury
  - Caring for family member
  - Bonding with a newborn or newly adopted or foster-placed child
  - Attending qualified activities for a family member's urgent military deployment



## FMLA Benefits and Eligibility

- Sandia reviews the Physician's Certificate of Illness or Injury (PCII) or FMLA application and medical certification, and provides formal notification, if approved
- Total of 12 weeks every 12 months during a rolling 12-month period
- Take time off:
  - Continuously (all at once);
  - Intermittently (shorter blocks of time or modified work schedule)
- Time off for event is applied to your FMLA leave period



## FMLA Benefits and Eligibility

- Leave benefit is a total of 12 weeks per year; not per event
- Approval contingent on medical verification and eligibility
  - Must be employed for at least 12 months
  - Must have worked at least 1,250 hours during last 12 months
  - Must provide medical verification of qualifying condition for you or family member
  - Must provide proof of qualifying military deployment
- Sandia-provided benefits, such as vacation accrual and healthcare, remain in effect during FMLA leave
- Employees on FMLA continue to pay employee portions of premiums



## What Events Qualify for FMLA?

- Birth and care of a newborn
- Care for/ bond with newly adopted or foster-placed child
- Care for seriously ill spouse, child or parent
- Care for your own serious health condition
- Qualifying activities related to family member's military deployment
- Care for ill/injured active duty military spouse, child, parent or next of kin—up to 26 weeks



## FMLA Designation—For Yourself or For a Family Member



- You can request FMLA:
  - For your own serious health condition
  - To take care of a family member
- Sandia will designate your FMLA as:
  - For yourself
  - For a family member

## FMLA For Yourself

- Take FMLA for your own serious health condition
- Sickness Absence for your own illness:
  - Paid Sickness Absence runs for up to 26 weeks; 12 weeks are covered by FMLA
  - 26 weeks (full time)
  - Prorated (part time)
- Paid leave runs concurrently with unpaid FMLA leave (e.g., Sickness Absence, Vacation, Personal Time- where applicable)



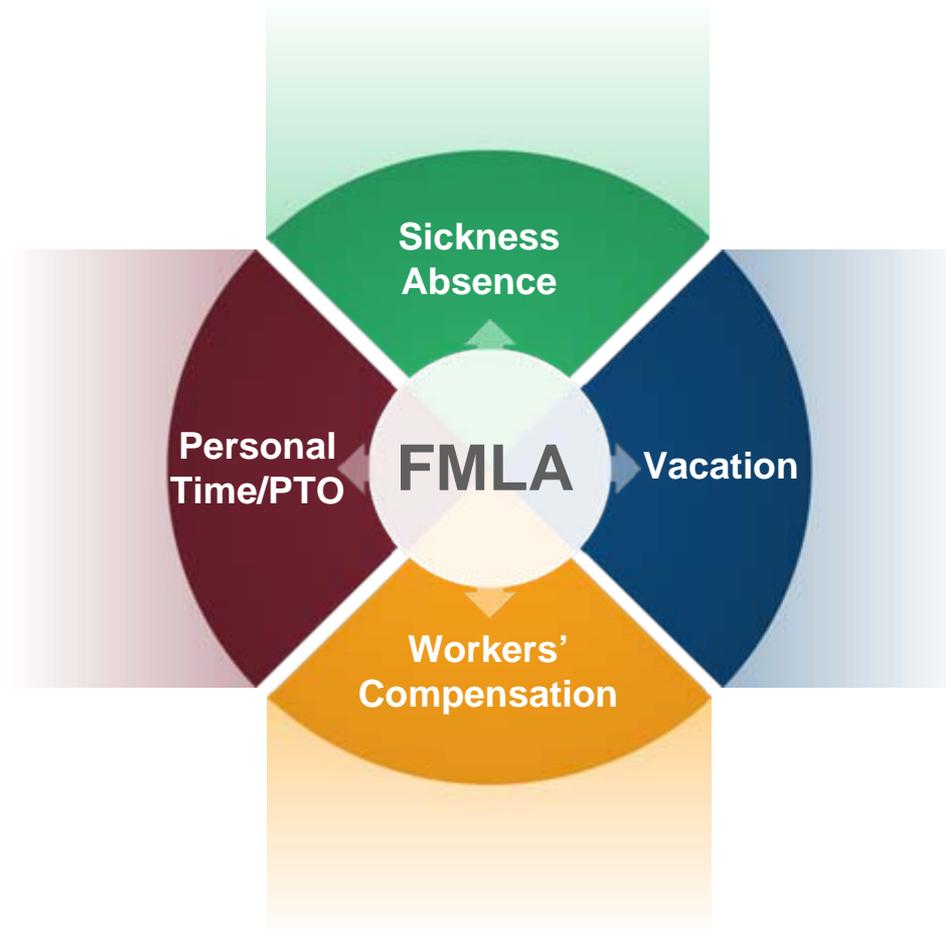


## FMLA For Family Care

- Choose unpaid or use paid time away from work benefits
- Care for seriously ill spouse, child or parent
- Care for newborn or adopted/foster child
- Take time continuously or intermittently (e.g., modified work schedule or sporadic time off) as necessary with supporting documentation and management approval



# FMLA Time Away From Work



## Other Programs Beyond FMLA



## FMLA and Sickness Absence for Self

- FMLA eligibility and designation based on Physician's Certificate of Illness/Injury (PCII)
- Employees must submit PCII if:
  - Ill/injured 5 consecutive work days
  - Ill/injured 7 consecutive calendar days
  - Having medical procedure with general anesthesia or hospitalization
  - Illness or injury requires a modified work schedule or covers an intermittent absence

*Note: Sandia providers may approve a PCII for a one-time, short-term illness or injury with a duration of 10 days or less, beginning when the Sandia provider makes the diagnosis and sends the employee home*

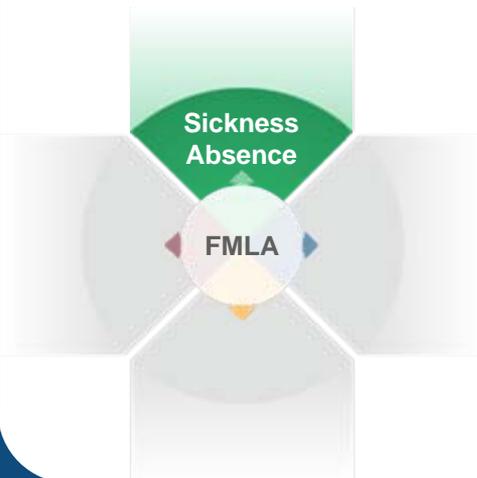


Sickness  
Absence

FMLA

## FMLA and Sickness Absence for Self

- Submit PCII to Absence Management Team (AMT)
- Sandia determines FMLA and Sickness Absence eligibility
- If you are not sure if you need PCII, ask the AMT
- PCII and FMLA do not normally apply to:
  - Standard colonoscopies
  - Lasik eye surgery
  - Minor dental procedures
- With the above procedures, you can return to work through Sandia medical, if needed





## Applying for FMLA

- When you know that you will be absent for an FMLA event, notify your manager and HBE as far in advance as possible
- Provide at least 30 days notice when possible
- Discuss reduced/intermittent schedule requests with your manager
  - Manager must approve the requested schedule



## Applying for FMLA: For Yourself

- Complete Physician's Certificate of Illness/Injury (PCII)
- 15 days from start of incident to submit the PCII
- Absence Management Team reviews/approves
- Use Sickness Absence or other Time Away from Work benefits during FMLA leave
- Code time to **Sickness Absence Full Pay: FMLA** or other FMLA with accrual



## Applying for FMLA: For Family Member

- Same process, except use:
  - Application for FMLA
  - Certification of Health Care Provider form
- Choose FMLA concurrent with paid leave or unpaid
- Benefits you can use for FMLA concurrent with paid leave include:
  - Vacation, Vacation Buy, Projected Vacation
  - Personal Time/PTO
  - Vacation Donation (must apply)

## Case Study #1 – FMLA for Yourself

- Out sick 4 days
- On 5<sup>th</sup> day, doctor diagnoses you with bronchitis and requires you take time off
- You and your doctor complete Physician's Certificate of Illness/Injury (PCII)
- Sickness absence approved
- Sandia approves/requires FMLA for time off
- Change time to FMLA



## Case Study #1 – FMLA for Yourself (cont.)

- Illness requires two weeks for recovery
- When you return, you have a remaining FMLA balance of 10 weeks
  - Can use in same 12-month period for yourself with approval of PCII for new condition or extended time period
  - Can use for family member with approved application and medical certification
- FMLA runs concurrently with paid leave time



## Case Study #2 – FMLA for Family Member

- Need time to care for your child with a serious illness
- Notify manager that you need time away; apply for FMLA with AMT
- AMT determines illness qualifies for FMLA and approves full 12 weeks
- Request reduced work schedule
- Manager approves 20-hour work week
  - You and manager agree on specific hours
- This is example of intermittent FMLA with reduced schedule

**Note:** *The reduced or intermittent schedule could be any number of schedules or hours as approved by the manager*



## Case Study #2 – FMLA for Family Member (cont.)

- Your child improves in six weeks
- You return to work full time
- You have used three weeks of FMLA
- Remaining balance: nine weeks
  - Can use for family member with approved application and medical certification
  - Can use in same 12-month period for yourself with approval of PCII for new event or extended time period



## Case Study #2– FMLA for Family Member (cont.)

- Option of running FMLA concurrent with paid leave or taking it as unpaid
- **Paid:** Code 20 hours/week to an accrued leave (e.g., FMLA/Vacation or FMLA/Personal Time)
- **Unpaid:** Code to Time Reporting Code TRC 510
  - You need to pay your portion of benefits premiums directly to Sandia
- You may also take one day of FMLA concurrent with a paid leave benefit to pay benefits and avoid needing to pay Sandia





## Have Questions?

- [Corporate Procedure: HR100.4.4, Requesting Time Off through the Family Medical Leave Act](#)
- Provides step-by-step process
- Contact:
  - **Absence Management Team**
  - **HBE Customer Service: 505-844-HBES (4237), Option 2**
  - **Your manager**