

## Next Steps – Intermittent FMLA Employee or Family Member

### What you need to do after you've made a request for leave under the FMLA

- **Notify your leader of your need for time away in alignment with your department/unit call in procedures.**
- **Make Sedgwick your point of contact for all questions related to your absence(s).** If you have questions about your absence request or need to change your requested date, please call Sedgwick at [855.577.6803](tel:855.577.6803).
- **Timely provide completed documentation for the absence(s).** If you are required to provide a completed Medical Certification, immediately take it to your health care provider for completion or provide us with their fax number and we will send a copy on your behalf. If the leave is for a Family Member, their provider will have to fill it out. This can be faxed to Sedgwick at 888.436.9535 or can be e-mailed back to the Case Specific E-mail in which the Medical Certification from was received from.
  - **When we don't receive documentation for the leave of absence by the deadline,** we'll send a decision packet notifying you that your request has been denied. You can still submit paperwork after the deadline, but your request for FMLA leave may be delayed or denied, which could result in the application of your employer's attendance policy to your absences. In addition, your request for STD benefits may be denied if you fail to timely return the documentation.
- **Keep track of your FMLA usage and entitlement.** It is your responsibility to keep track of how much FMLA entitlement you have used in the last 12 months so that you know how much you have available. FMLA entitlement will show on Intermittent FMLA report after you have reported time to Sedgwick. Time off work that exceeds your FMLA entitlement may be subject to Bronson's attendance policy and result in disciplinary action.
- **If you have been approved for intermittent leave,** provide notice when you are missing work for your approved reason and track your absence dates. Regulations require you to provide notice of FMLA leave as soon as practicable. For intermittent leave, notice should be provided when you are calling into work pursuant to applicable call in requirements (or before). You should report your intermittent absences even if your leave is not yet approved. Whenever you need to miss work due to your leave of absence, you are required to contact your manager (following your department/unit call in procedures) and Sedgwick and provide us with the date and amount of time used so we can track the time for your job protection.
  - **[Intermittent FMLA time must be reported within 48 hours of the employee's absence to their leadership and to the Leave of Absence Management Service. If the employee cannot report intermittent time due to extenuating circumstances, Bronson's Leave of Absence team can review for approval. Leave due to qualifying exigencies may also be taken on an intermittent basis.](#)**
- **If you are using leave intermittently and exceed your approved intermittent frequency/duration** or the situation necessitating your absence appears to change, you may be asked to have your absence recertified. This request will come via your preferred method of communication (email or postal mail). Please follow up with the health care provider to ensure that we receive the documentation necessary to recertify your absence. If you fail to provide recertification, your continued use of FMLA leave may be delayed or denied.
- **Keep an eye out for your leave of absence decision notices** – This will be sent via email or postal mail depending on your preferences – and any notifications about your absence.
- **Moonlighting while on absence:** You may not work for another employer or engaged in self-employment while on family or medical absence. Such outside employment is grounds for immediate termination.
- **For more information,** please refer to the Bronson's Family and Medical Leave Policy, located on the Bronson Intranet.

### Short Term Disability

While you are on Intermittent FMLA or FMLA for a Family Member, there are no Short-Term Disability Payments. You will be required to use PTO for the time away from work. You or your leader are responsible for inputting PTO time into API.

## Returning To Work from Continuous Leave for a Family Member

- **Upon returning from a Leave of Absence** you must confirm your return to work date if on a continuous Leave for a Family Member.

Exempt Employees – Failure to notify Sedgwick or Bronson Leave of Absence Team about your return to work will result in missed pay. Payments outside of regularly scheduled check dates will not be issued.

- **If you are returning to work earlier than anticipated**, you must notify your Human Resources Department at least 2 days prior to your expected return date. Failure to notify your Human Resources Department may delay your return to active employment.
- **When your approved absence period ends, you will be expected to return to work.** Failure to return on or before the specified return date *without an approved extension* may result in discipline up to and including the termination of employment.

## Benefits while on Leave

- **To maintain your health benefits**, you are required to pay your share of the premium payments for health insurance and other voluntary benefits on the same basis as during active employment. Your portion will continue to be deducted from your pay while using approved paid leave time. If your absence is unpaid, you must contact HR Benefits at [HRBenefits@bronsonhg.org](mailto:HRBenefits@bronsonhg.org) to make arrangements.