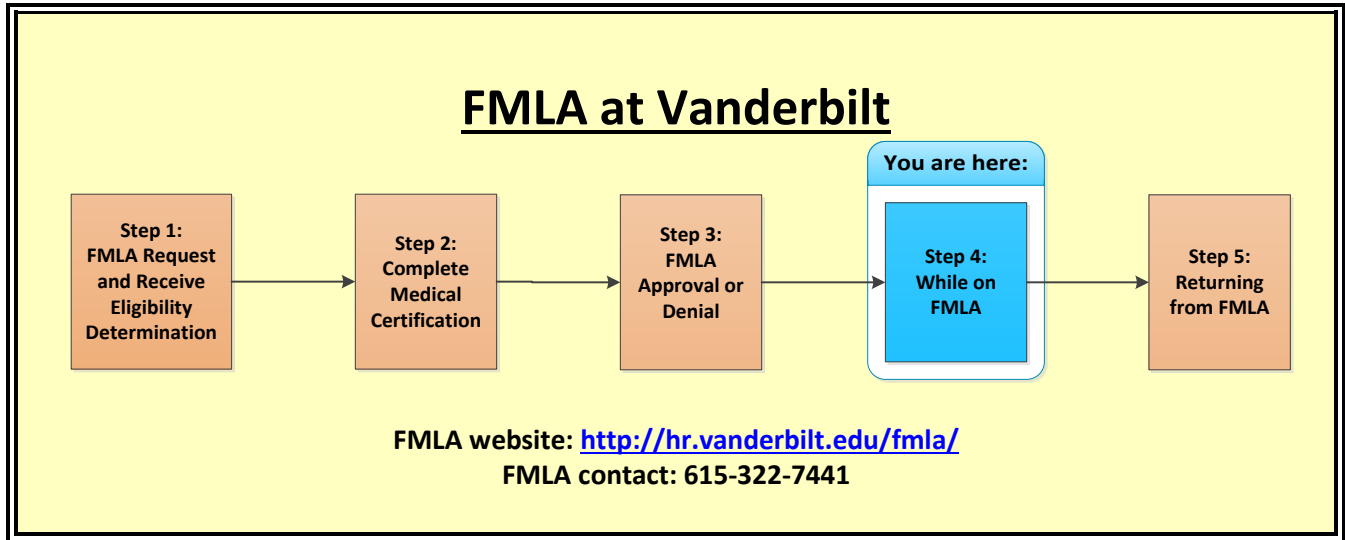


Employee FAQs for an Approved FMLA

(Birth of a Child or Adoption)

“I have been approved for FMLA. Now what?”



1. What is my responsibility while I am on Family and Medical Leave Act (FMLA)?

- You need to communicate with your supervisor regarding your leave approval, duration of the leave, how you would like your pay to be handled and expectations for returning to work.
- Do not work while you are on continuous leave.
- Whenever possible, you should schedule healthcare provider appointments and office visits in advance with your supervisor.

2. How should I transition my work before I leave for a continuous leave?

- If possible, coordinate with your supervisor about how to transition responsibilities before going out on leave.
- In speaking with your supervisor, confirm you will be returning to work after your leave.
- If possible, create an out-of-office message for your e-mail and phone, indicating your alternative contact.

3. How do I get paid while using FMLA?

- You are able to use legacy sick, PTO, parental leave and/or short term disability (if applicable) to receive continuation of pay while you are on leave.
- You must use all available accrued time off banks (legacy sick or PTO) prior to going on an unpaid leave status. However, if you have short term disability benefits (birth mother's only), you must use accrued time off banks for the waiting period before short term disability begins. After the waiting period when short term disability is in effect, no accrued time is deducted.
- In case of FMLA/TMLA for delivery/bonding time, you may use legacy sick time for the period of time the birth mother is under a healthcare provider's care (which is generally 6-8 weeks depending on the type of delivery). Birth mothers who have short-term disability insurance, must use accrued time off banks or parental leave for the waiting period. While receiving short-term disability payments, no accrued time is deducted. At the end of short-term disability, the birth mother would then use their remaining accrued time off banks or parental leave if they choose not to use it during the waiting period. Legacy sick leave cannot be used after short-term disability or after 8 weeks after the birth. Parental leave must be used within 12 weeks after the date of birth. (Please keep in mind that spouses are not eligible for short term disability benefits).
- After 6-8 weeks, for leave to bond with a well-child or other maternity leave where there is no serious medical condition, employees must use all available accrued time off banks. Legacy sick time cannot be used for this type of leave.
- Once all your leave accruals have been exhausted, you will go into an unpaid leave status.

4. What happens to my benefits?

- While you are on paid leave, Vanderbilt will continue your health benefits during the leave period at the same level and under the same conditions as if you had continued to work.
- If you are in an unpaid leave status, you will automatically be enrolled in Direct Billing through Benefits Express. For further questions, please contact Benefits Express at 1-877-837-5017.

5. When would I need to complete a medical certification?

- If you need time off for complications due to pregnancy, (morning sickness, bed rest, etc.), or to care for a spouse who is experiencing complications due to pregnancy, a medical certification will need to be completed.

6. What if I need to go on leave before the date of birth?

- If the date of birth is prior to the estimated due date your leave dates will be adjusted automatically. Communicate with your supervisor that you have started your leave and your official time off will be recorded in Oracle.
- If your healthcare provider states that you need to go on leave prior to the date of birth for complications, then you will need to submit a new request for FMLA for your own serious medical condition. If it is a personal decision to take leave prior to the date of birth, then you will need to coordinate that with your department, and if approved it will be considered PTO time.

7. What if there are complications prior to the birth of child?

- Since complications are not covered as part of the normal approval process, a new FMLA request should be submitted for an employee's own condition or to care for a spouse. A new request needs to be submitted for your "own condition" if you are the birth mother, or "care for a qualifying family member" if you are the spouse.

*Please note: If unmarried the partner does not qualify to take FMLA to care for the birth mother.

8. When is intermittent leave available?

- Prior to Adoption or Birth
 - Intermittent leave for complications due to pregnancy, may be taken in blocks of time or by reducing weekly or daily schedules as indicated by your healthcare provider on the medical certification.
 - Intermittent leave for adoption may be used for court dates, travel for adoption purposes, etc.

- When you utilize time for FMLA you should communicate with your supervisor the approved dates and times for leave.
 - You need to coordinate with your supervisor in advance to consider departmental needs when scheduling appointments, in addition to meeting the needs of your medical situation.
 - You will be required to follow departmental call-in procedures and work expectations.
 - If you have medical restrictions, provide your supervisor with the restrictions and your supervisor will coordinate with the Vanderbilt Equal Opportunity and Access Office (EOA) to determine if essential job functions are affected.
- After adoption or birth
 - When there is no serious medical condition, an intermittent FMLA leave is not permitted for the birth of a child or to care for a newborn child or newly adopted child.

9. I am not planning on taking all of the FMLA that is available; can I extend my leave after it has started?

- If you are still on leave you can extend your leave to the maximum available to you based on your request for leave (12 weeks for FMLA and 4 months for FMLA/TMLA). Please make sure you notify your supervisor of your intention to extend the leave as soon as possible.

10. I was approved for FMLA and now that I am on leave I want to take TMLA, can I change my request from FMLA to TMLA?

- TMLA requires the employee to give 90 days' notice prior to the beginning of leave. Once leave has begun you are unable to apply for TMLA.