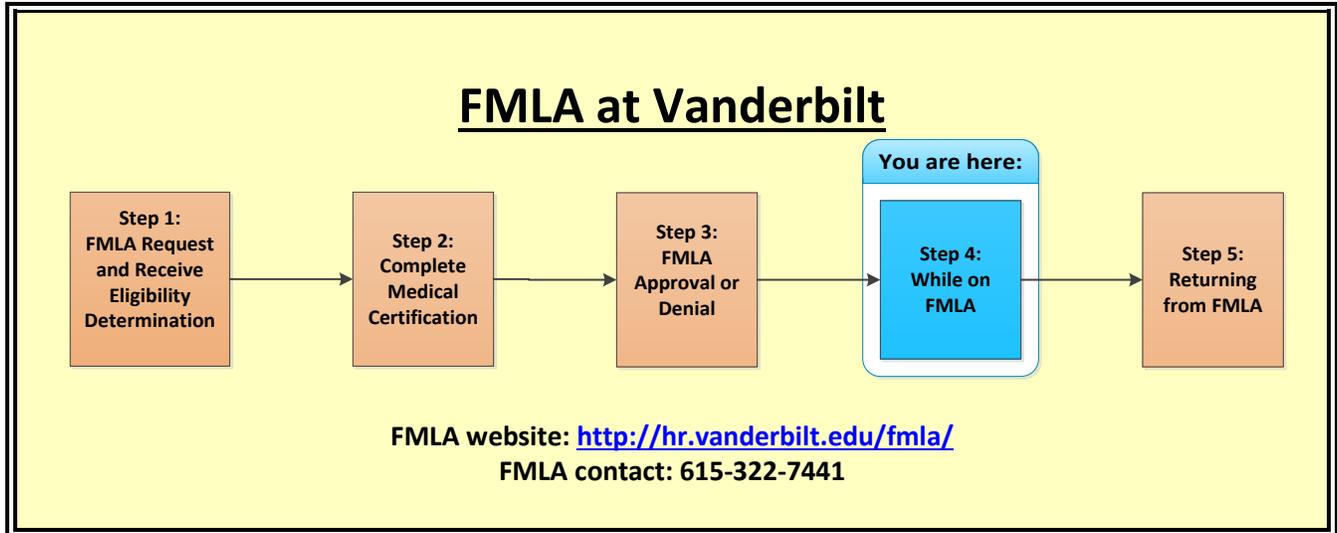


Employee FAQs for an Approved FMLA (Continuous)

“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 leave.

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 along with the expected return to work date.
- 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, and/or short term disability (if applicable) to receive continuation of pay while you are on leave.
- If you are taking FMLA leave because of your own serious health condition and you have short term disability benefits, you must use accrued time off banks (legacy sick, PTO) for the waiting

period before short term disability payments begins. After the waiting period and short-term disability is in effect, no accrued time is deducted.

- You must use all available accrued time off banks prior to going on an unpaid leave status if you do not have or use short term disability benefits.

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 move into an unpaid leave status, and you are enrolled in a health plan, you will automatically be enrolled in Direct Billing through Benefits Express. For further questions, please contact Benefits Express at 1-877-837-5017.

5. What do I do when I am ready to return to work?

- Prior to returning to work if you are out for your own serious health condition, you will need to obtain a release from your healthcare provider confirming your release to return to work along with any restrictions in applicable.
- A [Request to Return from Medical Leave](#) form should be completed and submitted to your supervisor at least 2 days prior to your expected return date.