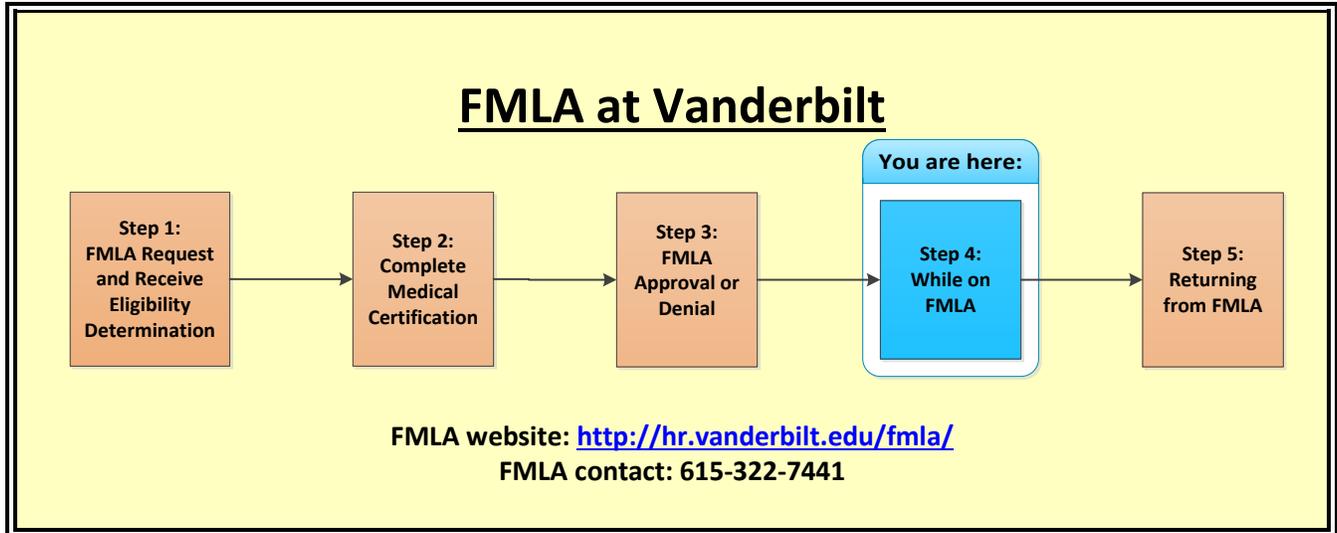


Employee FAQs for an Approved FMLA (Intermittent)

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



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

- Whenever possible, you should schedule office visits in advance with your supervisor and around business needs.
- Ensure you understand your department’s call-in procedures and work expectations, as these will continue to apply during an intermittent leave period.

2. How do I utilize intermittent leave?

- Intermittent leave may be taken in blocks of time or by reducing weekly or daily schedules as indicated by your healthcare provider on the medical certification.
- You should communicate with your supervisor the dates and times you need for leave. When you utilize time for FMLA (either scheduled or unscheduled), you should notify your supervisor of FMLA time immediately.
- You will need to track your FMLA usage in Oracle.
- 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) at 615-343-9336, to determine if essential job functions are affected.

3. How do I get paid while using FMLA?

- If you are taking FMLA leave because of your own serious health condition or the serious health condition of a family/service member, you must use all available accrued time off banks (Legacy Sick/PTO) prior to going on an unpaid leave status.
- Once all your leave accruals have been exhausted, you will go into an unpaid leave status.