



Intermittent FMLA Absence Guidelines

- Always follow the call-out procedures for your department/location. Please be sure to specify an FMLA day whenever the absence is related to an approved FMLA reason(s).
- *The Employee will use accrued leave for any absences. If at the time of the absence the employee does not have any leave, that absence will be "leave without pay."*
- Notify the Benefits Analyst of all intermittent FMLA absences. Any FMLA absences that have not been tracked through HR will not be counted under FMLA & may be subject to the NNPS Staff Attendance and Absenteeism policy. Please do this by emailing or calling with the date(s) and hours taken.
- Please ensure that you are appropriately identifying absences as FMLA for the reasons specified in your FMLA documentation. Identifying absences as FMLA for reasons not listed in the submitted FMLA documentation may be considered fraudulent.
- When possible, make a reasonable effort to schedule your intermittent leave without disrupting the operation of your department. Stay in contact with your department supervisor regarding your intermittent leave.
- If you have multiple FMLA cases for different individuals (e.g., yourself or approved family members), please specify the individual for whom the FMLA time is being reported when communicating with the benefits analyst.
- Each FMLA application must be renewed after one year of original submission.
- Under intermittent FMLA, you will be required to submit a medical return-to-work note for any absences exceeding three consecutive days.
- Contact M'Kayla Brown, Benefits Analyst in Benefits with any questions.
 - M'Kayla Brown (Phone) 757-881-5061, Extension 56226
 - (Fax) 757-643-7405