



Employee Guide: Intermittent Leave of Absence

About your leave:

- An Intermittent leave of absence is granted under the Family and Medical Leave Act (FMLA) to eligible employees who may need to take sporadic time off from work due to their own serious health condition or the serious health condition of a family member.
 - *Reminder: Yale has an Expanded Sick Time Policy, under which sick days can be used when caring for a sick family member. A leave approval is not required to take occasional, ad hoc sick days for self, and/or family.*
- Intermittent leaves of absence are granted for periods of no longer than 6 months; leaves may be renewed in 6 month intervals. You are responsible for contacting The Standard to renew your leave beyond 6 months, if needed.
- If you expect to miss a full or partial work day because of a reason related to your FMLA leave, you are required to follow the standard call-in or notification procedures for your department. At the time you notify your supervisor, you must state it is related to your FMLA approved absence. You will also be responsible for logging time on leave (within 24 hours) through the process administered by The Standard. Time can be logged by either calling 203-432-5552, #4 (24 hours a day, 7 days a week) or entering time in your online profile at www.standard.com.
- Please schedule doctor's appointments related to your FMLA as much as possible so as not to disrupt your department's operations. If that is not possible, please make sure to advise your supervisor in advance of your FMLA related appointment, and indicate whether or not you will be returning to work on that day.
- If the frequency of FMLA related absences is inconsistent with the *Certification of Serious Health Condition* form provided, or if the circumstances described have changed significantly (for example, you now need to be out on a continuous leave), you may be required to obtain a new *Certification of Serious Health Condition* form from your doctor and provide it to The Standard.
- Once an intermittent leave is approved, time taken for reasons other than those stated in the *Certification of Serious Health Condition* form may not be designated as FMLA time. If you are designating your FMLA inappropriately, you may be subject to disciplinary action.
- If applicable, you may apply for Paid Family and Medical leave benefits through the state. More information can be found at: <https://ctpaidleave.org/>

About your timesheet:

- Workday timesheets should only document pay affiliated with absences. As you continue to report your absences to The Standard, you can view your FMLA usage by visiting your online profile.
- During the leave, you are eligible to use your paid time off (sick, vacation/PTO) (as you have indicated during your leave intake). If you are not using accruals, you may apply for income replacement with the state of CT through their Paid Family and Medical leave program.
- Please review your Workday timesheet each week to confirm the pay related to your FMLA approved absences were properly recorded.