

Intermittent Family Medical Leave (FML)

Frequently Asked Questions

1. What is intermittent FML?

Intermittent FML refers to leave that is taken in separate blocks of time. This can be in non-sequential days, in less than a complete work day, or in less than a complete pay period.

2. When can I take intermittent FML?

If your certification states that you have a serious health condition which requires treatment by a health care provider, you may take intermittent FML for leave taken on an occasional basis when medically necessary for medical treatment, recovery from treatment, or recovery from the serious health condition.

If your certification states that you have a **chronic** serious health condition, you may take intermittent FML for leave taken on an occasional basis for periodic visits for medical treatment by a healthcare provider, recovery from treatment, and for any period of incapacity in which you are unable to perform the essential functions of your job.

If you are pregnant, you may take intermittent FML for prenatal examinations or for your own condition, such as for periods of severe morning sickness.

For the birth, adoption, or placement of a child, you may take intermittent FML if agreed to by your supervisor. This may be a reduced schedule working fewer hours per day or fewer hours per week.

3. How do I fill out my timesheets while on FML?

Accurate completion of timesheets is essential to properly account for your FML entitlement.

- If you are on **continuous** FML, you or your department must submit timesheets reporting your FML absences by charging to earnings code 601, regardless of your exempt vs. non-exempt status.
- If you are on **intermittent** FML, you will only use the earnings code 601 for absences that are directly related to your approved FML event.

4. How do I schedule leave for medical appointments?

You must give notice to your supervisor of the need for FML for medical appointments as soon as practicable.

Subject to the approval of your health care provider, you must attempt to work out a schedule with your supervisor that meets your needs for medical appointments without unduly disrupting your department's operations.

It is expected that you will give notice of your medical appointments within no more than one or two working days of learning of your need for them, except in extraordinary circumstances where such notice is not feasible.

5. How do I know how many hours I have available for my FML entitlement?

- Federal law permits 12 workweeks of FML in a 12 month period. This equates to 480 hours for a full time employee.
- State law has two entitlements: (1) 18 workweeks of FML in a 24 month period for a serious health condition, and (2) 18 workweeks in a 12 month period for pregnancy, childbirth and adoption. This equates to 720 hours for a full time employee.

Your FML approval letter indicates whether your FML is eligible under federal law, state law, or both. If you are eligible for both federal and state, the entitlements will run concurrently.

Please note that the hour equivalency noted above is for full time employees only. If you are less than full time, the hours will be adjusted according to your full time equivalency. For questions on your full time equivalency, please contact UA HR at ua-benefits@alaska.edu.

6. What should I claim on my time sheet during the winter closure?

Absences during the week of winter closure should **not** be recorded as FML and will not count against your entitlement. Annual leave or leave without pay should be used during the winter closure. Sick leave may be used during the winter closure according to university regulation <https://www.alaska.edu/bor/policy/04-06.pdf> (R.04.06.130.C.7).