OHR End-user documentation overview

Birth-placement for adoption or foster care-bonding Family Medical Leave Act

Benefits Design and Management
Office of Human Resources
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**Purpose**
This document outlines the basic information you will need to approve and process an employee’s request for the following type of leave:

- Birth/Placement for Adoption or Foster Care/Bonding - FMLA

**Objectives**
After reading this guide, you will be able to determine an employee’s eligibility for leave of absence and complete the appropriate paperwork.

**Overview**
The forms required for leave administration have been designed to provide the mandated information required by ASU policy and/or federal regulations.

### Definition: Employee Eligibility

**Classification:**
- Faculty
- Academic Professional
- Administrator
- University Staff
- Classified Staff
- Student Worker
- Post Doctoral Scholar
- Teaching Assistant
- Research Assistant

**Employment Type:**
- Regular
- Long-Term Temporary
- Short-Term Temporary
- Seasonal

**Working Hours:**
- Full-Time
- Part-Time
- PRN

Who has been employed for at least 12 months
- Months need not be consecutive
- Employment prior to a break in service of seven years or more should not be counted unless the employee was on active duty with the National Guard or Reserve or there was a written agreement of intent to rehire the employee after the break in service.

Who worked at least 1250 hours during the 12 months immediately prior to the requested leave date
- Unpaid time off or paid time off under the leave benefits plans - e.g., parental, sick, vacation leave or holiday - do not count toward the accumulation.
- Hours taken for National Guard or Reserve duty are counted toward the accumulation.
- Hours worked as a Student Worker count toward the accumulation.
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If an employee works multiple jobs, the hours are totaled and counted toward the accumulation
If applicable, furlough hours do count towards the accumulation.

<table>
<thead>
<tr>
<th>Definition: Reason for Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Prenatal care, if medically necessary</td>
</tr>
<tr>
<td>➢ Birth of the employee’s child</td>
</tr>
<tr>
<td>➢ Birth of a child to an employee’s child - see Definitions section below</td>
</tr>
<tr>
<td>➢ Placement of a child with the employee for adoption or foster care</td>
</tr>
<tr>
<td>➢ Child Care</td>
</tr>
<tr>
<td>* Bonding with the employee’s child</td>
</tr>
<tr>
<td>* Must be taken within 12 months after birth or placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Definition: Duration and Type of Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Up to 12 workweeks</td>
</tr>
<tr>
<td>* If spouses who are both employed by the university are requesting leave for the same event, they are limited to a combined total of 12 workweeks</td>
</tr>
<tr>
<td>➢ In a 12-month period</td>
</tr>
<tr>
<td>* Beginning on the date of the event</td>
</tr>
<tr>
<td>➢ A leave may be:</td>
</tr>
<tr>
<td>* Taken continuously - in one single block of time</td>
</tr>
<tr>
<td>* Taken intermittently - in separate blocks of time due to a single qualifying reason</td>
</tr>
<tr>
<td>* Taken on a reduced schedule - reducing the employee’s number of work hours per workweek or per workday</td>
</tr>
</tbody>
</table>

In the case of either intermittent or reduced schedule leave, the following apply:
* For the birth or placement of a healthy child, or for the bonding with a healthy child, the department must agree to an intermittent or reduced schedule leave;
* For an employee’s own FMLA qualifying illness or for an employee to care for a family member with a FMLA qualifying illness, the need for an intermittent or reduced schedule must be supported by medical documentation;
* The Disability & Leaves Program Management Unit must be notified in order to issue the Intermittent Leave Tracking Form for the department’s use.

**Definitions Birth, Placement, and Bonding**

Leave of Absence:
A paid or unpaid - employment category designating that an employee is in a non-work status.

Leave Benefit Plan:
A benefit - e.g. vacation, sick or parental leave benefit - that compensates the employee when he/she is absent from work.

Spouse:
A husband or wife as defined and recognized by Arizona law for purposes of marriage.
Child:
Biological, adopted, foster, or stepchild, or legal ward under the age of 18; if older than 18, one incapable of self-care because of a mental or physical disability.

Health Care Provider:
A state licensed doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, clinical social worker, physician assistant, or Christian Science practitioner. Licensed health care providers in foreign countries are included.

Adoption Placement:
The date a child is placed in your home, prior to legally and permanently assuming the responsibility for raising a child as one’s own, in substitution for and away from the parents. An adoption does not have to be from a licensed agency.

Foster Care:
The 24-hour care for a child in substitution for and away from the parents or guardian. Must be made by or with an agreement of the state.

Parental Leave Benefits:
A benefit to administrators, faculty, academic professionals, university staff and classified staff providing salary continuance for a period of absence from work, not to exceed six weeks, for the birth or placement for adoption of a child.

Postdoctoral scholars will continue to receive their stipend and associated benefits - health insurance and tuition remission - during this six week period for purposes of recovering from childbirth only.

Graduate research and teaching associates-assistants who currently have a .50 FTE appointment and have completed at least one academic year’s service may receive up to 6 weeks of parental leave for purposes of recovering from childbirth during which they will continue to receive their stipend and associated benefits - health insurance and tuition remission. The department is responsible for funding these costs. The RA/TA must maintain a minimum enrollment of 6 credit hours during the term of the paid leave. Any portion of the 6 week period of recovery from childbirth that falls outside of the appointment term will reduce the amount of available paid leave on a pro-rated basis. The accommodation period does not include adoption or paternity leave.
Step 1 Determine Leave Process

To effectively manage leaves, it is important to understand the process in your particular Dean or VP area. Contact your Dean or VP for confirmation.

Centralized:
One person, - e.g., a Department Leaves Representative, Business Operations Manager, or HR Liaison - handles all aspects of the process for your Dean or VP area.

Decentralized:
Each separate division - e.g., an office, unit, department, or team - within your Dean or VP area handles the entire process for the employees in that particular section.

Hybrid:
The process is handled individually by each separate division but channeled through one main authority in your Dean or VP area.

Step 2 Receive or Issue Leave of Absence Request Form - [PDF]

When the need for leave is foreseeable, an employee is required to give at least a 30-day written notice. If the leave is required due to a medical emergency or other unforeseeable event, the employee must provide as much notice as is practicable under the circumstances.

➢ Department receives Leave of Absence Request Form
  - or-
➢ Department issues Leave of Absence Request Form
  In the case of employee's inability to complete the necessary paperwork, the department leaves representative should complete the form immediately upon determining the employee will be absent longer than three consecutive calendar days.

➢ Complete the Employee and/or Supervisor sections, as applicable
➢ Indicate date form issued to employee on copy and place in employee’s leave file
  IMPORTANT: Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
➢ Fax copy to Disability & Leaves Program Management Unit at 480-993-0007
Within five business days, the department leaves representative must respond to the employee’s request by:
➢ Determining employee’s FMLA eligibility - See Step 3
➢ Completing the department portion of the following applicable forms
➢ Issuing the following applicable forms to the employee - in person, via email or US Mail

### FOR BIRTH

<table>
<thead>
<tr>
<th>Role</th>
<th>Forms</th>
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</thead>
<tbody>
<tr>
<td>Mother</td>
<td>✓ FMLA Notice of Eligibility with Rights and Responsibility for Birth/Placement for Adoption or Foster Care/Bonding ✓ FMLA Certification of Health Care Provider for Employee’s Pregnancy ✓ Authorization For Release of Health Information</td>
</tr>
<tr>
<td>Father or employee’s parent</td>
<td>✓ FMLA Notice of Eligibility with Rights and Responsibility for Birth/Placement for Adoption or Foster Care/Bonding ✓ Employee Acknowledgement for Leave of Absence - Birth/Placement - and Parental Leave Benefits</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>For placement for adoption or foster care-bonding</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Employees</td>
</tr>
<tr>
<td>➢ FMLA Notice of Eligibility with Rights and Responsibility for Birth/Placement for Adoption or Foster Care/Bonding</td>
</tr>
<tr>
<td>➢ Employee Acknowledgement for Leave of Absence - Birth/Placement - and Parental Leave Benefits</td>
</tr>
</tbody>
</table>

Step 3 Determine Employee Eligibility for FMLA

To be eligible for FMLA, the employee must:
1) Have been employed for at least 12 months and
2) Have worked at least 1250 hours during the 12 months immediately prior to the requested leave date and
3) Have not already exhausted his/her FMLA entitlement.

Eligibility Requirement #1
Verify that the person has been an Arizona University System - Arizona State University, Northern Arizona University, The University of Arizona, or Arizona Board of Regents - employee for at least 12 months.

* Months do not need to be consecutive - e.g., 3 months in 2010 + 2 years 2005-2006
* Employment prior to a break-in-service of seven years or more should not be counted unless the employee was on active duty with the National Guard or Reserve or there was a written agreement of intent to rehire the employee after the break in service.

In the Human Resources Information System:
1) Go to Workforce Administration
2) Select the Job Data screen
3) Enter the employee's 10-digit ID number - or - the employee's first and last names  
4) Select Include History  
5) Click Search  
6) You are now on the Work Location screen  

7) Select Employment Data  
8) You are now on the Employment Information screen
9) Note the **Original Start Date**

10) Note the **Last Start Date**

11) If the Original Start Date and the Last Start Date are the same and are at least 12 months prior to the requested leave date, the employee has met the first part of the eligibility requirement.

12) The leaves representative should contact the department’s designated Leaves Management Partner if the Original Start Date and the Last Start Date:

   * Are the same but within 12 months of the requested leave date, or
   * Are different.

If the person is a transfer employee within the Arizona University System, please contact your department’s Leaves Management Partner for assistance in determining eligibility for this first requirement.

**Get assistance:**
Leaves Management Partners  
cfo.asu.edu/hr-benefitspartners  
e-mail HR_Disability@asu.edu

At this point, if the employee is not eligible for FMLA, the department may choose to offer Extended Leave of Absence - staff, Health Related Leave with Pay - faculty/sick, or Leave of Absence without Pay - faculty. See the End-User Document Overview for ASU Leave: Birth/Placement for Adoption or Foster Care/Bonding (Non-FMLA).
Eligibility Requirement #2
Verify that the employee has worked at least 1250 hours during the 12 months immediately prior to the requested leave date.

➢ Unpaid hours off do not count
➢ Paid time off under a leave benefits plan - e.g., sick, vacation or holiday - do not count
➢ Hours taken for National Guard or Reserve duty do count
➢ Hours worked as a student worker do count
➢ Furlough hours do count
➢ If an employee works multiple jobs, worked hours are added together and all do count

The Scheduled Leave Planning Report on the dashboard is used:
1) Go to www.asu.edu/dashboard/
2) Select Human Resources on the left sidebar menu
3) Log in
4) Select Scheduled Leave Planning, on the left side bar menu

5) In the Search By box, select Employee ID - or - Employee Name
6) Enter the employee 10-digit ID number - or - employee name in the box to the right
7) In the Leave Type box, select ALL
8) In the Approval Type box, select ALL
9) In the Plans to Work box, select ALL
10) In the From box, enter the date one year prior to the requested leave date
11) In the To box, enter today’s date
12) Click Go
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13) If you entered the employee's name - rather than ID, a menu will appear listing all employees with the identical name; click on your employee’s name.

14) The report will show either:
   1) All hours (worked and non-worked) for a non-exempt employee, or
   2) All exception hours for an exempt employee.

15) Export the report to Excel by clicking on the icon.

In the Excel spreadsheet:
➢ For an hourly - non-exempt - employee:
   1) Delete all exception hour rows - e.g. Vacation, Sick, Holiday
   2) Total the number of remaining Regular and Furlough hours

➢ For a salaried – exempt - employee:
   1) Total the number of exception hours
   2) Determine the employee’s annual scheduled work hours
      a) Go to Workforce Administration
      b) Select the Job Data screen
      c) Enter the employee's 10-digit ID number - or - the employee's first and last names
      d) Select Include History
      e) Click Search
      f) Click the Job Information tab along the top
g) You are now on the Job Information screen

h) Note the Standard Hours
i) Multiply the Standard Hours by 52 weeks

3) Subtract the exception hours from the employee’s annual Standard Hours

If the total number of worked hours is at least 1250, the employee has met the second part of the eligibility requirement.

If the person is a transfer employee from the Arizona University System, please contact your department’s Leaves Management Partner for assistance in determining eligibility for this second requirement.

At this point, if the employee is not eligible for FMLA, the department may choose to offer Extended Leave of Absence (staff), Health Related Leave with Pay (faculty/sick), or Leave of Absence without Pay (faculty). See the End-User Document Overview for ASU Leave: Birth/Adoption/Foster Care/Bonding (Non-FMLA).

Eligibility Requirement #3
Determine the amount of FMLA leave the employee has already taken, if any, since the last anniversary month. The anniversary month is the month designated in the Last Start Date - See Eligibility Requirement #1. If rehired, the Last Start Date becomes the FMLA anniversary month

To search for prior FMLA usage, in HRIS:
1) Go to Workforce Administration
2) Select the Job Data screen
3) Enter the employee’s 10-digit ID number - or - the employee’s first and last names
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4) Select Include History
5) Click Search
6) You are now on the Work Location screen

7) Click on the arrow to the left of the word Last
8) Continue to click the arrow while searching for a Return from Leave in the Action field

Remember – you need only go back as far as the last anniversary date

9) If there is a Return from Leave action, note the effective date
10) Continue to click the arrow to search for the Un/Paid Leave of Absence in the Action field
11) Note the effective date
12) Count the number of days between the effective dates and divide by 7 to calculate the number of weeks the employee has already used
13) Determine if the employee has had any Intermittent Leave usage during this period by referring to the employee’s department leave file. Count the actual number of work hours missed and divide by 8 to calculate the number of days already used.

Subtract the amount of FMLA time already taken since the last anniversary date from the 12-week entitlement to determine how many weeks the employee has remaining to use.

If the person is a transfer employee within the Arizona University System, please contact your department’s Leaves Management Partner for assistance in determining eligibility for this second requirement.
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At this point, if the employee is not eligible for FMLA, the department may choose to offer Extended Leave of Absence - staff, Health Related Leave with Pay - faculty/sick, or Leave of Absence without Pay - faculty. See the End-User Document Overview for ASU Leave: Birth/Placement for Adoption or Foster Care/Bonding (Non-FMLA).

Step 4 Issue the FMLA Notice of Eligibility with Rights & Responsibility for Birth/Placement for Adoption or Foster Care/Bonding - [PDF] - with supporting forms

This is the first notice to be given to the employee upon receipt - or issuance - of a leave request. This notice gives conditional leave approval, information about the employee’s eligibility for FMLA leave, details the employee’s specific responsibilities and explains any consequences for the employee failing to meet those responsibilities.

➢ Complete the form, as applicable
➢ Mail to the employee along with the appropriate supplemental forms - see Step 5.
➢ Indicate date form issued to employee on copy and place in employee’s leave file

Important: Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.

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FMLA NOTICE OF ELIGIBILITY WITH RIGHTS & RESPONSIBILITY FOR BIRTH/PLACEMENT FOR ADOPTION OR FOSTER CARE/BONDING

DATE: ____________________________ Employee 10-digit ID: ____________________________

TO: ____________________________

FROM: College or Department Name: ____________________________ College or Department Number: ____________________________

Fax This Form To: HR Disability & Leaves Program Management Unit at 480.964.0007

Dear ____________________________

Congratulations on the upcoming addition to your family. On ___________ you informed us that you needed leave beginning on ___________ for birth, placement for adoption, placement for foster care, or for family bonding.

This conditional notice is to inform you that you are eligible for Family Medical Leave Act (FMLA) and that you still have FMLA leave available in the applicable 12-month period. However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by ____________________________.

If sufficient information, as outlined below, is not provided in a timely manner, your leave will be denied.
Step 5(a) - EE birth mother - Include the FMLA Certification of Health Care Provider for Employee’s Pregnancy - PDF

This form - given only to the employee birth mother - requests the necessary medical information from the employee’s health care provider to substantiate the need for leave.

This form should be completed by the health care provider 30-45 days prior to the beginning of the leave. If the form is completed earlier and it becomes necessary to change the leave date, a second documentation may be required.

➢ Complete Section I
➢ You must allow the employee at least 15 calendar days to return the certification
➢ Attach a job description, with essential functions
➢ Mail the certification to the employee with the Notice of Eligibility - See Step 4
➢ Instruct the employee to complete Section II
➢ Instruct the employee to give the entire form to the health care provider, asking him/her to complete Section III and to return the form, as indicated
➢ Indicate date form issued to employee on copy and place in employee’s leave file

IMPORTANT: Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
➢ Fax copy to the Disability & Leaves Program Management Unit at 480.993.0007
Birth-placement for adoption or foster care-bonding
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Step 5(b) - EE birth mother - Include Authorization for Release of Health Information - PDF

This form (given only to the employee birth mother) provides health care provider(s) with the employee's authorization to discuss protected medical information with ASU. While authorization is not mandated by FMLA law, most health care providers require it. OHR recommends that the department have the employee complete the form prior to the leave rather than wait until its use may be necessary.

- Mail the authorization to the employee with the Notice of Eligibility - See Step 4
- Request the employee complete the form and return to department leaves representative
- Indicate date form issued to employee and place a copy in employee’s leave file
  **Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
- Fax copy to the Disability & Leaves Program Management Unit at 480-993-0007

**AUTHORIZED FOR RELEASE OF HEALTH CARE INFORMATION**

I, ________________, hereby authorize my health care provider(s) (or organizations) to disclose health information to Arizona State University ("ASU") for the purpose of my request for a leave of absence, effective ________________, under ASU policy and/or the Family Medical Leave Act (FMLA).

- [ ] Information contained on the Certification of Health Care Provider/ Medical Documentation Form
- [ ] Other: ____________________________

ASU may request protected health information only for the purpose of my leave of absence under ASU policy and/or the FMLA. I request to restrict use and disclosure of protected health information concerning health care treatment, payment, or health care operations about me by ASU in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Signed: ____________________________ Date: ____________

Step 5(c) Others - Include the Employee Acknowledgement for Leave of Absence - Birth/Placement - and Parental Leave Benefits - PDF

Whereas the Certification of Health Care Provider is used to authenticate the birth mother’s need for leave, this form is used to require other employees to validate their entitlement to this leave by agreeing to provide documentation of the event. Additionally, ASU policy states that the university reserves the right to require substantiation of the birth or adoption of the child that resulted in parental leave with pay.
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This form is required from:
* Father (spouse, non-spouse);
* Parent of an eligible child who is pregnant; or
* Adoptive or foster parent(s).

➢ Complete the supervisor section, as applicable
➢ Mail to the employee with the Notice of Eligibility - See Step 4
➢ Instruct the employee to complete the employee section and return the form to you
➢ Indicate date form issued to employee on copy and place in employee’s leave file

**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
➢ Fax copy to the Disability & Leaves Program Management Unit at 480-993-0007

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**EMPLOYEE ACKNOWLEDGEMENT**

FOR LEAVE OF ABSENCE (BIRTH/PLACEMENT) AND PARENTAL LEAVE BENEFITS

DATE: ___________________________ Employee 10-digit ID: ___________________________

TO: ___________________________

FROM: ___________________________
College or Department Name: ___________________________
College or Department Number: ___________________________

The employee has requested the following leave:

☐ FMLA
☐ Extended Leave of Absence (Staff)
☐ Health Related Leave with Pay (Faculty/Sick)
☐ Leave of Absence without Pay (Faculty)

Is the employee requesting Parental Leave Benefits?

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**Step 6 Authenticate or Clarify the Certification of Health Care Provider**

If the employee submits a complete and sufficient certification, **no additional information may be requested from the health care provider.**

If the certification is considered either incomplete or insufficient, the employee must be notified, via the Designation Form - Step 7, and given seven calendar days to cure any deficiency. A certification is considered incomplete if an item is not filled in; it is considered insufficient if the information is vague, ambiguous, or nonresponsive.

If it is necessary to either clarify and/or authenticate the certification, the department leaves representative may contact the provider. Authentication means providing the health care provider with a copy of the certification and requesting verification that the information is complete and authorized by the provider who signed it. Clarification means a need to understand the handwriting on the certification or the meaning of a response.
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Contact with the health care provider by the employee’s direct supervisor is prohibited by FMLA law.

**Step 7 Issue the FMLA Designation Notice for Birth/Placement for Adoption or Foster Care/Bonding**

After the department has received and reviewed the FMLA Certification of Health Care Provider, this Designation Notice is provided to advise the employee if the FMLA leave has been approved or denied, or if additional information is needed.

- Complete within five business days of receipt of certification
- Mail to the employee along with the Release to Return to Work - Step 8
- Indicate date form issued to employee on copy and place in employee’s leave file

**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.

**FMLA LEAVE DESIGNATION NOTICE**

**BIRTH/PLACEMENT FOR ADOPTION OR FOSTER CARE/ BONDING**

DATE: ___________________________  Employee 10-digit ID: _______________

TO: ______________________________

FROM: _____________________________

College or Department Name: ___________________________

College or Department Number: _______________________

**FAX THIS FORM TO: HR DISABILITY & LEAVES PROGRAM MANAGEMENT UNIT AT 480.991.0007**

Dear _______________________________________________________,

We have reviewed your request for leave due to birth/adoption/foster care and any supporting documentation that you have provided. We have received your most recent information on ___________________________ and determined ___________________________.

**Step 8 - EE birth mother - Include the Health Care Provider Release to Return to Work**

ASU requires the employee’s health care provider to provide a fitness-for-duty certification in order for the employee to return to work full-time, part-time, or with accommodation(s).

- Complete supervisor section
- Attach a job description, with essential functions
- Mail to the employee with the Designation Notice - See Step 7
- Instruct the employee to give the form to the health care provider, asking him/her to complete and return when appropriate
- Indicate date form issued to employee and place a copy in employee’s leave file
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**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.

- Fax copy to Disability & Leaves Program Management Unit at 480-993-0007

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**Step 9 Verify Receipt of Documentation**

All employees, with the exception of the birth mother, should have completed and submitted an Employee Acknowledgement form stating that they would provide birth or adoption/foster care documentation within two months of the event.

If the documentation has been received, copies should be faxed to the Disability & Leaves Program Management Unit at 480-993-0007.

If the documentation is not received within two months, contact the employee and request that it be submitted within seven calendar days. If documentation is not received within that time, notify your department's designated Financial Services Payroll Specialist.

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**Step 10 Begin the ADA Case Management Process**

The department must contact the Americans with Disabilities Act Consultant, at extension 5.9786 prior to taking any termination action. Approximately four weeks before the end of the leave, the department should request a case management review if:

- The employee has indicated he/she cannot return to work for an indefinite period
- The employee has requested extending the leave beyond 12 months
- The department is aware that the employee will have restrictions or need accommodation

Options for the employee may include, but are not limited to:

- Extended Leave of Absence - staff
Birth-placement for adoption or foster care-bonding
Family Medical Leave Act

➢ Health Related Leave with Pay or Leave of Absence Without Pay - faculty
➢ Return to work with accommodations
➢ Return to work with ADA job search assistance
➢ Resignation or retirement after ADA case management
➢ Termination after ADA case management

Step 11 Issue the Leave of Absence Status Change Form - [PDF]

Issue this form in the pay period any of the following events occur:
* The duration or the dates of leave change
* The type of leave changes
* The pay status changes
* The employee returns to work

➢ Fax to Disability & Leaves Program Management Unit at 480-993-0007
➢ Indicate date faxed and place in employee’s leave file

**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.

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**Coordination of Benefits**

The ASU Parental Leave Benefits policy provides an employee with salary continuance for up to six weeks of absence from work, for the birth or placement for adoption of a child. This benefit is available to the birth mother, father or adoptive parents. If two employees request parental leave benefits for the same qualifying event, however, only a combined benefit of six weeks is available.

Leave may be taken intermittently or on a reduced schedule during the Parental Leave portion of FMLA; but doing so does not extend Parental Leave benefits past six weeks from the date of the birth or placement for adoption.
Birth-placement for adoption or foster care-bonding
Family Medical Leave Act

If the birth mother carries ASU Short-term Disability, the parental leave benefit must be reduced by the amount of the Short-term Disability benefit, so that the total compensation equals only 100% of the employee’s salary.

NOTE: Vacation and sick leave benefit accruals are based on hours paid by ASU. Payments made by a third-party (i.e. short-term disability benefits) do not accrue vacation and sick leave benefits.

If there is coordination of benefits, the Disability & Leaves Program Management Unit will notify the department leaves representative, via email, what the appropriate pay codes are and for what time period they are to be used. The Financial Services Payroll Specialist for your department will be copied to verify the employee’s timesheet.

Additionally, the department leaves representative will be sent a form designed to assist in coordinating and tracking an employee's leave hours.

Time Reporting, Intermittent Leave and Compassionate Transfer of Leave

Time Reporting
The employee should already have completed the Request for Time Off form - or used the department’s alternative request process - and the leave should be approved. The department leaves representative or department time administrator is then responsible for recording an employee's leave hours while the employee is absent from work on FMLA.

To record time in HRIS, go to:
1. Manager Self Service
2. Time Management
3. Report Time
4. Timesheet
5. Click: Get Employees
6. Select employee
7. View By: Time Period
8. On a daily basis, enter the number of hours of eligible time:
Birth-placement for adoption or foster care-bonding
Family Medical Leave Act

<table>
<thead>
<tr>
<th>Description</th>
<th>Pay Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental, Paid</td>
<td>PTL - salaried PTP - hourly</td>
<td>Use for six weeks from the date of birth or adoption.</td>
</tr>
<tr>
<td>Unpaid Benefit Coordination</td>
<td>ULS - salaried ULH - hourly</td>
<td>Use when an employee has Short-Term Disability. These codes are used for the 66 2/3 or 70% of hours that are paid by STD.</td>
</tr>
<tr>
<td>Unpaid Benefit Coordination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### After six weeks of Parental Leave Benefits, use:

<table>
<thead>
<tr>
<th>Description</th>
<th>Pay Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick, Paid</td>
<td>SCK - salaried SCP - hourly</td>
<td>An employee may use accrued sick time to remain in a paid status.*</td>
</tr>
<tr>
<td>Compensatory Time, Paid</td>
<td>CTH - hourly</td>
<td>An hourly employee may use compensatory time to remain in a paid status.</td>
</tr>
<tr>
<td>Vacation, Paid</td>
<td>VAC - salaried VAH - hourly</td>
<td>An employee may use accrued vacation time to remain in a paid status.</td>
</tr>
<tr>
<td>Unpaid Sick</td>
<td>USS - salaried USH - hourly</td>
<td>Use only when an employee has both paid and unpaid time in the same pay period - e.g. 50 hours VAC and 30 hours USS. Because the employee is still in an Active – paid status, a salaried employee would continue to be paid full salary if the unpaid sick code is not used.</td>
</tr>
<tr>
<td>Unpaid Sick</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an employee has no paid hours available in a pay period, issue the LOA Status Change Form and report no hours.
Birth-placement for adoption or foster care-bonding
Family Medical Leave Act

* NOTE: It is the department’s discretion whether or not to allow a faculty or staff member to use sick leave past the medical portion of the leave - for bonding purposes.

Interruption Leave
Upon notification that an employee will be using Intermittent Leave, the Disability & Leaves Program Management Unit will send to the department leaves representative a form designed to assist the department in tracking the employee's time.

Compassionate Transfer of Leave
When it is apparent that the employee will be eligible for CTL, the department leaves representative should submit the following budgetary approved items to the department's designated Leaves Management Partner by confidential e-fax at 480.993.0007:
1) The Request for Donated Hours, and
2) The CTL Request Memo, and
3) Any applicable medical certification.

The Leaves Management Partner will notify the supervisor if the CTL has been approved.

If CTL is approved, the Leave of Absence Status Change Form must be issued - if not already issued - placing the employee on unpaid leave.

More information
Contact: OHR Benefits Design and Management
Disability and Leaves Program Management Unit

For Department Use Only
Leaves Management Partners
cfo.asu.edu/hr-benefitspartners.

Email HR_Disability@asu.edu
# Process Checklist - Quick Reference Guide

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<td>Issue the FMLA Notice of Eligibility with Rights &amp; Responsibility</td>
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<td>5(a)</td>
<td>(For EE birth mother) Include FMLA Certification of Health Care Provider</td>
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<tr>
<td>5(b)</td>
<td>(For EE birth mother) Include Authorization for Release of Health Information</td>
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<tr>
<td>5(c)</td>
<td>(For others) Include Employee Acknowledgement</td>
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<td>(For EE birth mother) Health Care Provider Release to Return to Work</td>
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Birth-placement for adoption or foster care-bonding
Family Medical Leave Act

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<td>707 Leave of Absence Without Pay</td>
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<td></td>
<td>710 Parental Leave with Pay</td>
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SPP Policies

- 404-04 Overtime
- 701-01 Sick Leave
- 702-01 Vacation Leave
- 702-04 Compassionate Transfer of Leave
- 705-01 Extended Leave of Absence
- 705-02 Family Leave
- 708 Parental Leave with Pay

Forms

Generic to all leaves:
- Leave of Absence Request Form
- Authorization for Release of Health Care Information
- Health Care Provider Release to Return to Work/Certificate of Illness
- Leave of Absence Status Change Form

Specific to Birth/Placement for Adoption or Foster Care/Bonding:
- Notice of Eligibility with Rights, & Responsibility (FMLA)
- Certification of Health Care Provider (FMLA)
- Employee Acknowledgement for Leave of Absence (Birth/Placement) and Parental Leave Benefits
- Designation Notice (FMLA)