OHR End-user Documentation Overview

Military Family Business
Family Medical Leave Act (FMLA)

Benefits Design & Management
Sheree Barron, Director
Office of Human Resources
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Military Family Business
Family Medical Leave Act (FMLA)

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<th>This document outlines the basic information you will need to approve and process an employee’s request for the following type of leave: Military Family Business- FMLA</th>
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<tr>
<td>Objectives</td>
<td>After reading this guide, you will be able to determine an employee’s eligibility for leave and complete the appropriate leave paperwork.</td>
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<td>The forms required for leave administration have been designed to provide the mandated information required by ASU policy and/or federal regulations.</td>
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**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 (7) 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 that ASU intended 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**
  - Paid or unpaid leave plan hours (e.g. vacation, sick) do not count toward the accumulation
  - Hours taken for National Guard or Reserve duty are counted
  - Hours worked as a Student Worker count toward the accumulation
  - If an employee works multiple jobs, the hours are totaled and counted toward the accumulation
  - If applicable, furlough hours do count toward the accumulation.
## Definition: Reason for Leave of Absence

An employee is eligible for leave for the following reason:

When a spouse, child, parent or member of the employee's established household who is a member of the regular Armed Forces, National Guard or Reserves is called to active duty deployment to a foreign country, an employee may take leave to deal with the following situations:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities, as agreed between the department and the employee as qualifying

## Definition: Duration and Type of Leave of Absence

- Up to 12 workweeks
- In a 12-month period beginning on the date leave was first taken for a qualifying reason
- A leave may be:
  - * Taken continuously - in one single block of time
  - * Taken intermittently - in separate blocks of time due to a single qualifying reason
  - * Taken on a reduced schedule - reducing the employee’s number of work hours per workweek or per workday

In the case of either intermittent or reduced schedule leave, the Disability & Leaves Program Management Unit must be notified in order to issue the Intermittent Leave Tracking Form for the department's use.

- The amount of allowed time off may be restricted according to the qualifying leave reason; contact your Leaves Management Partner for details.

### Get Assistance

Your Leaves Management Partner

[cfo.asu.edu/hr-benefitspartners](http://cfo.asu.edu/hr-benefitspartners)
call internal extension 2-1748 or
e-mail [HR_Disability@asu.edu](mailto:HR_Disability@asu.edu)
### Definitions

**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 child, stepchild, legal ward, or a child for whom the employee stood in loco parentis.

**Parent:**
Biological, adoptive, step, or foster father or mother or anyone else who undertook the parental role.

**Member of Established Household:**
A person who shared your permanent residence prior to the requested leave and who is expected to continue to reside with you following the leave. ASU may require written verification to establish the relationship (e.g. the person's bank statement listing your address).

### Step 1 Determine Leave Process

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

**Centralized:**
One person, (e.g. a Department Leaves Representative, a BOM, a Data Time Administrator, or a HR Manager) handles all aspects of the process for your Dean or VP area.

**Decentralized:**
Each separate division (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 an 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 for a qualifying reason.

- 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

**LEAVE OF ABSENCE REQUEST FORM**

<table>
<thead>
<tr>
<th>EMPLOYEE COMPLETE/SUBMIT TO DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
</tr>
<tr>
<td>10-digit ID Number:</td>
</tr>
<tr>
<td>Requested Dates: From: To:</td>
</tr>
<tr>
<td>Reason:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Birth/Placement for Adoption or Foster Care/Bonding</td>
</tr>
<tr>
<td>[ ] Birth: Date:</td>
</tr>
<tr>
<td>[ ] Placement for Adoption: Date:</td>
</tr>
<tr>
<td>[ ] Placement for Foster Care: Date:</td>
</tr>
<tr>
<td>[ ] Bonding (Within one year): Date:</td>
</tr>
<tr>
<td>Are you requesting Parental leave benefits? [ ] Yes [ ] No</td>
</tr>
<tr>
<td>Are you the: [ ] Mother [ ] Father [ ] Domestic Partner [ ] Other</td>
</tr>
<tr>
<td>Is another ASU employee also requesting leave for this same event? [ ] Yes [ ] No</td>
</tr>
<tr>
<td>If yes, Employee’s Name and ID Number:</td>
</tr>
</tbody>
</table>

Within five (5) 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 forms
- Issuing the following forms to the employee (in person, via email or US Mail)

FMLA Notice of Eligibility with Rights and Responsibility for Military Family Member Health
AND
FMLA Certification for Military Family Business
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. three months in 2010 plus two years 2005-2006)
* Employment prior to a break in service of seven (7) 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 (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
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
Your Leaves Management Partner
<cf.asu.edu/hr-benefitspartners>
call internal extension 2-1748 or
e-mail HR_Disability@asu.edu

At this point, if the employee is not eligible for FMLA, the department may choose to offer an Extended Leave of Absence (staff) or a Leave of Absence without Pay (faculty).

End-User Document Overview For ASU Leave: Employee Personal (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
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 a 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 an Extended Leave of Absence (staff) or a Leave of Absence without Pay (faculty).

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).

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
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 and days 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 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 an Extended Leave of Absence (staff) or a Leave of Absence without Pay (faculty).

**End-User Document Overview For ASU Leave: Employee Personal (Non-FMLA).**

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**Step 4  Issue the FMLA Notice of Eligibility with Rights & Responsibility for Military Family Business (PDF)**

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 form (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.
Step 5 Include the FMLA Certification for Military Family Business (PDF)

It is the employee’s responsibility to prove the need for FMLA leave and ASU uses the certification to request the necessary qualifying information. If the employee does not supply this completed certification, ASU has the right to deny the requested leave.

- Complete Section I
- You must allow the employee at least 15 calendar days to return the certification
- Mail to the employee with the Notice of Eligibility (See Step 4)
- Request that the employee complete Section II
- Instruct the employee to return the form to the department leaves representative
- 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
Military Family Business
Family Medical Leave Act (FMLA)

Step 6  Issue the FMLA Designation Notice for Military Family Business (PDF)

After the department has received and reviewed the FMLA Certification for Military Family Business, the Designation Notice is provided to advise the employee if the FMLA leave has been approved or denied, or if additional information is needed.

- Complete and mail to the employee within five (5) business days of receipt of the certification
- 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.
Military Family Business
Family Medical Leave Act (FMLA)

Step 7  Issue the Leave of Absence Status Change Form (PDF)

➢ Issue form in the pay period any of the following occurs:
  * The duration of leave period changes
  * 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.

Time Reporting and Intermittent 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:
Manager Self Service
Time Management
Report Time
Timesheet
Click: Get Employees
Select employee
View By: Time Period
On a daily basis, enter the number of hours of eligible time:

![Timesheet Image]
### Description | Pay Code
---|---
**Compensatory Time, Paid**  
CTH (hourly) | An hourly employee must use and exhaust any compensatory time.
**Vacation, Paid**  
VAC (salaried)  
VAH (hourly) | An employee may then use accrued vacation time to remain in a paid status.
**Unpaid Vacation**  
UVS (salaried)  
UVH (hourly) | Use only when an employee has both paid and unpaid time in the same pay period (e.g. 50 hours VAC and 30 hours UVS)  
(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.)

If an employee has NO paid hours available in a pay period, issue the LOA Status Change Form and report no hours.

### Intermittent 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.

### More Information

**Contact**

OHR Benefits Design and Management  
Disability and Leaves Program Management Unit

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

Call 2-1748 or  
Email HR_Disability@asu.edu
### Quick Reference Guide

#### Process Checklist

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<td>702-01 Vacation Leave</td>
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**FORMS**

**Generic to all leaves:**
- Leave of Absence Request Form
- Leave of Absence Status Change Form

**Specific to Military Family Business**
- Notice of Eligibility with Rights, & Responsibility (FMLA)
- Certification for Military Family Business (FMLA)
- Designation Notice (FMLA)