



FAMILY MEDICAL LEAVE  
For Employees of Indiana State Government

# Advance Notice for Foreseeable Absences – What’s Foreseeable?

June 2015

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# What absences are foreseeable?

- Leave that is anticipated to begin at a point in the future. Examples include
  - Non-emergency surgery
  - Childbirth
  - Doctor Appointments
- Leave that is needed for planned medical treatments. Examples include
  - Therapies (such as physical therapy or counseling)
  - Treatments (such as chemotherapy or dialysis)
  - Regular Doctor Appointments (such as during pregnancy)



# Notice for Foreseeable Absences

- If the need for leave is foreseeable at least 30 calendar days in advance, then you must submit your request for leave **30 days in advance.**
- If the need for leave is foreseeable fewer than 30 calendar days in advance, then you must submit your request for leave **on the same day you learn of the need or on the next business day.**



# Documentation Deadlines

- Documentation should be submitted prior to the beginning of a foreseeable leave.
  - documentation submitted more than fifteen (15) calendar days after the request is submitted will be automatically denied by the PeopleSoft FMLA module as untimely unless you have requested and received an extension.
- Note: Failure to submit request *and* documentation in advance of foreseeable leave may result in denial of that request and a delay in FML coverage resulting in unauthorized leave subject to disciplinary action.



# Scheduling Responsibilities

- You must schedule absences in advance whenever possible.
- You must schedule treatments and appointments outside work hours whenever possible.
- If not possible, you must schedule treatments and appointments on days and at times that cause the least disruption to agency operations.



# What absences are not foreseeable?

- An unexpected incapacity, such as from an injury, that requires treatment. Examples include
  - emergency hospitalization or surgery
- Absences due to a flare-up of a chronic condition that make the employee incapacitated or an appointment to address such a flare-up. Examples include
  - asthma attack
  - seizure



# Notice & Documentation for Leaves that are Not Foreseeable?

- Requests for leave due to emergency situations must be submitted as soon as possible.
  - There will rarely be extenuating circumstances that would support notice being delayed more than one or two days from the beginning of the emergency event.
- Documentation supporting the need for leave must be submitted no later than 15 calendar days after the beginning of leave.
  - Requests and documentation submitted more than 15 days after the start of an absence may result in delay or denial of FML coverage for those previous absences which may result in unauthorized leave subject to disciplinary action.



# Calling-in for Intermittent FML

- If you have approval to take FML intermittently, you must call-in for an absence in accordance with agency leave request policies.
  - Barring extenuating circumstances which prevent notice by the employee, or employee's spokesperson within these time frames:
    - Fifteen (15) minutes before the shift, or
    - One (1) hour before shift in a 24/7 operation
- Failure to meet these time limits may result in delay or denial of FML for any/all days the procedures are not followed and may result in disciplinary action.
  - If the condition is flaring up at call-in time, you must call in as soon as the situation stabilizes.





# Tips and Tidbits

- The State has five business days after receiving all relevant documentation to respond to your request.
- Absences taken prior to receiving that response may be unauthorized and subject to disciplinary action unless the absence(s) would otherwise be covered by other approved leave.
- Leave taken for FML must be documented in your timesheet/attendance report.
- FML is charged concurrently with the use of accrued leave, worker's compensation and the state's Short/Long Term Disability Plan
- Entitlement to family-medical will be exhausted at a maximum of 12 workweeks in a 12-month period.



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# Have a Question?

## Call the SPD FMLA Line

**317-234-7955**

or toll free

**1-855-SPD-INHR**

**(1-855-773-4647)**



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