



FAMILY MEDICAL LEAVE
For Employees of Indiana State Government

FML Recertification for Each New Fiscal Year

May 2015



Condition Requiring Leave in More than One Fiscal Year

- Requires submission of a **new** request and Certification of Health Care Provider (CHCP) if leave is anticipated on or after July 1.
- The CHCP must be based on a **recent, in-person** medical exam documenting the medical necessity for FML to continue into the new fiscal year.
- The request should be submitted 30 days in advance of the new fiscal year.
 - The new CHCP is due within 15 days of submitting the request.
 - If the form is incomplete or ambiguous, you'll have 7 days to submit clarification.
 - Denials for missing deadlines are emailed automatically, so if there are extenuating circumstances, you must call the FML Line and discuss an extension prior to the end of the deadline.



Fiscal Year

- Indiana state government has designated the fiscal year as the 12-month period to calculate Family Medical Leave (FML).
- The designated fiscal year runs from July 1 through June 30.
- Eligibility for FML will be calculated for the new fiscal year.
- Eligibility requires:
 - At least 12 months' employment in state agency(s) under Governor's authority, and
 - Working at least 1250 hours in the twelve-month period immediately-preceding your need for FML.



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Continuous Leave

- If an employee receives approval for continuous family medical leave that crosses the fiscal year mark, then that employee does **NOT** need to submit new documentation to support the part of that approved leave that occurs after June 30.
 - For example, an approval for surgery in May for which recovery is anticipated to last until August does not require a new fiscal year recertification.
- However, if additional leave is needed in the new fiscal year **beyond the initial return to work date** in the approval, then new medical documentation supporting the change in circumstances is required.
 - For example, if the recovery described above is slower than anticipated and the employee needs additional continuous leave, or has further follow-up appointments or episodes of incapacity, or must return to work gradually on a reduced work schedule, then supporting medical documentation must be faxed to 317.974.2029 before the end of the original approval.



To Do List

The best plan for avoiding a gap in FML coverage for those with conditions requiring intermittent or reduced work schedule leave:

- May
 - Visit Health Care Provider for exam, evaluation, or treatment.
 - Receive from Doctor a completed new Certification of Health Care Provider for Employee or Family Member based on the visit.
- June 1
 - Enter a new request for FML in PeopleSoft to begin on July 1.
 - Attach the newly completed Certification of Healthcare Provider to the new request for FML.
 - Click the Submit button.



Helpful Tips

- Put your name and agency on the front of the CHCP form.
- The CHCP must be filled out completely by the health care provider.
- The CHCP needs to include a description and/or details of the medical necessity for leave and the estimated frequency and duration of the absences.
- Timely submission of the documents is the employee's responsibility, not the health care provider's.
- Failure to submit appropriate documentation and **receive approval** may result in unauthorized leave for absences after June 30.
- Proper and timely completion of the required forms should reduce the number of requests for additional information and recertification needed during the year.
- Second and third opinions may be required.



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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