



FAMILY MEDICAL LEAVE  
For Employees of Indiana State Government

# Understanding Intermittent FML

August 2015

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# What does intermittent mean?

- [www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary)

adjective in·ter·mit·tent \,in-tər-'mi-tənt\. : starting, stopping, and starting again : not constant or steady.

- **Family – Medical Leave Policy/Responsibilities & Procedures**

Intermittent leave means family-medical leave taken in separate blocks of time due to a single qualifying reason.



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# Why and how intermittent FML is used

- For periods of incapacity or appointments/treatments due to a chronic condition, injury or illness.
- Intermittent leaves may be approved for the remainder of the current fiscal year or a specific period of time.
- The frequency and duration of the absences for periods of incapacity will usually be stated in the notice.
  - An example is two absences per month, each absence lasting up to three consecutive days.
  - Such statements are estimates by the health care provider. No one can guarantee that a condition will flare-up only on a specific number of days nor exactly how long the incapacity will last.



# Why and how intermittent FML is used

- For appointments, treatments and recovery therefrom.
  - In some cases recovery may last as long or longer than the treatment
  - An example would be an employee who is receiving chemo, because the effects of treatments are cumulative and the recovery may take much longer than the treatment
    - If the employee has a chemo treatment on Tuesday and is incapacitated for the remainder of the day, Wednesday, and Thursday, returning to work on Friday; the three days missed would each be charged to FML (duration) and considered one (1) episode of incapacity (frequency).
- Scheduled appointments require notice in advance; calling-in that day is not appropriate.
  - If a series of appointments or treatments are planned, an employee may provide the entire schedule at one time to meet the advance notice requirement.
  - If the schedule changes, the employee must provide notice of the change on the same day s/he learns of it or the next business day.



# Intermittent FML basics

- The State administers FML separately for each fiscal year.
  - A new request, new medical certification, and new approval are required each fiscal year, which ends annually on June 30.
- You must follow your agency call-in procedures each time you request to use intermittent FML for an unforeseeable incapacity.
  - An incapacity lasting more than one day or shift requires calling-in daily.
- It is the responsibility of both the employee and supervisor to make sure that the use of FMLA leave is properly recorded in the time keeping system.



# Tips and Tidbits

- Employees must notify supervisors in advance of scheduled appointments.
- If a series of appointments are scheduled, that schedule may be provided rather than advance notice of each appointment.
- If employee has fewer than 30 days notice of an appointment, notice must be provided on the same or next business day after learning of the appointment.
- Employees must make a reasonable effort to schedule appointments outside of regular work hours. If that's not possible, they must schedule them to cause the least disruption to operations.



# 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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