



FAMILY MEDICAL LEAVE
For Employees of Indiana State Government

Whose responsibility is it to submit the FML documentation?

June 2015



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- It is the **employee's** responsibility to provide a complete and sufficient certification within the required time frame.
- Documentation deadlines
 - 30 days in advance of foreseeable absences, or
 - within 15 calendar days of the first day of an unforeseeable absence.
 - if a clarification is required, you have 7 calendar days to submit the requested information.
- Failure to submit a completed certification within the required time frames will result in a denial of FML and can result in unauthorized leave subject to disciplinary action.



Can my doctor submit my documentation?

- Your doctor may submit any supporting documentation on your behalf; however, meeting the deadlines is always the employee's responsibility.
 - Do not assume your doctor will submit documentation on time; you need to follow-up and ensure time limits are met.
 - If the doctor cannot complete the documentation within the time limits, it is the employee's responsibility to request an extension *prior to the deadline expiring*. Contact the FML Line: 317.234.7955.
- Failure to provide timely documentation may delay the start of family-medical leave and can result in unauthorized leave subject to disciplinary action.



Why *should* I submit my own documents?

- You have the opportunity to review the documentation completed by health care provider for accuracy and to ensure that you understand what information is included.
- You'll have peace of mind knowing all required documentation has been submitted within the required time frame.
- You have your own copy of any documentation completed by the health care provider for your records in case you have questions or the documentation needs to be clarified.



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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