



# FMLA LEAVE DESIGNATION NOTICE EMPLOYEE HEALTH

DATE: \_\_\_\_\_ Employee 10-digit ID: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_  
College or Department Name College or Department Number

Dear \_\_\_\_\_,

We have reviewed your request for leave under the Family and Medical Leave Act (FMLA) and any supporting documentation that you have provided. We received your most recent information on \_\_\_\_\_ and determined:

**Your FMLA Leave request is approved.** All leave taken for this reason will be designated as FMLA leave, not to exceed the number of weeks that remain available in the applicable 12-month period. If applicable, you have already used \_\_\_\_\_ weeks of FMLA Leave in the current 12 month period.

Your leave has been designated as:

Continuous: Begin Date \_\_\_\_\_ Return to Work Date: \_\_\_\_\_

Intermittent: Begin Date: \_\_\_\_\_ Through Date: \_\_\_\_\_

Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: \_\_\_\_\_, and your leave will end on \_\_\_\_\_. The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.
- If the leave you need will be unscheduled or intermittent, it is not possible to provide the hours, days or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

## Responsibilities

- If available, you are required to use paid sick leave during your FMLA leave. If you are an hourly employee, you are required to use any accrued compensatory time hours once you have exhausted your sick leave accrual. If you have requested to use vacation hours upon your sick hour and compensatory accruals becoming exhausted, this paid time will count against your FMLA leave entitlement.
- You will be required to provide ASU with a re-certification from your treating health care provider using the enclosed form once every \_\_\_\_\_ days or \_\_\_\_\_ weeks or \_\_\_\_\_ months.

- You will be required to present a Release to Return to Work to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. The Release to Return to Work must address your ability to perform the essential functions of the job.

## Benefits

- While on leave, you may choose to continue your health benefits:
  - FMLA (paid): The employee portion of the premiums will be deducted from your check as usual.
  - FMLA (unpaid): You will be billed for the employee portion of the premiums.
  - Non-FMLA (paid): The employee portion of the premiums will be deducted from your check as usual.
  - Non-FMLA (unpaid): You will be billed for both the employee and ASU portions of premiums.
  - Workers' Compensation: You are responsible for the employee portion only for the first six months of leave.

When you are billed, you have a minimum 30-day grace period in which to make payment. If payment is not made timely, your benefits will be cancelled 15 calendar days after the date of your Notice of Cancellation, retroactive to the last day for which coverage had been paid.

- You may be required to reimburse ASU for the employer's share of health insurance premiums paid on your behalf during your leave if you do not return to work following the leave, other than for the following reasons:
  - 1) The continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave;
  - 2) Other circumstances beyond your control.
- If you have short-term disability coverage under ASU's benefit plan, you must contact Employee Services or Faculty Services and ask to speak with a Disability & Leaves Program Management representative in order to initiate the application process.
- If you have the Health Care or Limited Health Care Flexible Spending Accounts (FSA), it may be continued while on a leave without pay by making payments directly to ASU on an after-tax basis. By doing this, you will have access to your account. Please contact HR to make arrangements.

A Dependent Care FSA {also known as Child/Adult Day Care FSA} cannot be continued while you are in an unpaid status.

Within **31 calendar days** of returning to work, you must complete the **Benefits Enrollment/Change Form** to re-enroll in the medical and/or dependent accounts; otherwise this benefit will cease for the remainder of the calendar year.

- If you go to an unpaid status during the non-FMLA portion of your leave, it is a qualified event that allows you to make changes to your benefit plans. You have **31 calendar days** from the event date to submit benefits changes by completing the **Benefits Enrollment/Change Form** located in the HR Forms section of the Human Resources Web site. Please contact Employee Services at 480.965.2701 or Faculty Services at 480.727.9900 if you have questions.

**Additional information is needed to determine if your FMLA leave request can be approved:**

The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than \_\_\_\_\_, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

**Your request for FMLA leave is not approved.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, contact your department leaves representative \_\_\_\_\_ at  
(\_\_\_\_) \_\_\_\_\_

- Enclosures:
- FMLA Certification of Health Care Provider
  - Health Care Provider Release to Return to Work
  - Benefits Enrollment/Change Form
  - \_\_\_\_\_
  - \_\_\_\_\_