

## GUIDE FOR WVU EMPLOYEES TAKING LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

- / All medical documentation must be provided directly to the WVU Medical Management Unit at [MedicalManagement@mail.wvu.edu](mailto:MedicalManagement@mail.wvu.edu) or faxed to 304-293-2644.
- / If the employee learns of a need for a leave less than 30 days in advance, the employee must notify the University as soon as possible. Notice should be given the day the employee finds out leave will be needed or the next working day. Normal call-off procedures must be followed.
- / When an employee is approved for FMLA, the FMLA component will be added to **MyTime**. Within **MyTime**, the employee, supervisor or a designee will be able to select **FMLA-Sick**, and if exhausted, **FMLA-Annual** or **FMLA Unpaid**. Note: These options are not available in **MyTime** until the first day the FMLA leave begins.
- / FMLA is not associated with pay. Pay is dependent on the employee's own leave balances, short- or long-term disability benefits, workers' compensation benefits or catastrophic leave pay.
- / FMLA is condition specific, and regular sick leave must be charged when missing work for other medical reasons (e.g., a cold).
- / Employees may be approved for more than one of their own FMLA conditions and/or approved for more than one family member.
- / Employees should plan work ahead of time. When possible, employees should schedule to complete work (e.g., projects, reports, etc.) before taking FMLA.
- / Employees may be asked to cross train co-workers or assist the supervisor to arrange coverage of job duties. Leaving a written guide with essential elements of the job may be helpful.

## INTERMITTENT LEAVE

- / Employees are required to call off per department protocol when missing work for FMLA reasons. At the time of the call-off, the employee is responsible to report to the department whether the absence is FMLA-related. Employees are not required to disclose the specific confidential medical condition to the supervisor.
- / If the employee does not specify, the supervisor should ask the employee at the time of the call-off if the absence is FMLA-related. Appropriate leave must be charged.
- / Medical appointments/treatments should be scheduled to interfere as little as possible with work.
- / **FMLA-Sick** leave must be charged for the medical appointment itself and reasonable travel time to and from the appointment. **FMLA-Sick** leave would also be appropriate to use for side effects or recovery from the appointment. If additional time-off is desired that is not associated with the medical condition, the employee must receive approval from the supervisor for the use of annual leave.