

- e. To attend counseling for the employee, covered military member or child provided by someone other than a health care provider provided the need for counseling arises from the active duty or call to active duty status. Note: For military exigency absence used under this section, the definition of child is a biological child, adopted child, foster child, stepchild, legal ward, or a child in the care of a person who is standing as a parent (in loco parentis); a child must be under age 18, or if 18 years or older must be incapable of self-care because of a mental or physical disability.

caregiver absences that are medically necessary may be taken on an intermittent or reduced-time basis for up to 26 weeks within a single 12 month period.

For all intermittent or reduced-time absences for planned medical treatment, the employee shall attempt to develop a schedule, working cooperatively with the supervisor, which meets the employee's needs with consideration to the times that are least disruptive to normal operations, subject to the approval of the health care provider. Employees are expected to continue to follow applicable procedures for requesting absences, including the call-off notification procedures.

Required Medical/Proof Documentation

Sick and Family Care Absences

Medical documentation on a Serious Health Condition Certification form must be provided within 15 calendar days of receiving a written request for the medical documentation. The request for leave could ultimately be denied if complete information is not provided or the medical information provided does not certify a serious health condition. Medical recertification of the need for FMLA absence may be requested as often as every 30 calendar days in connection with intermittent absence, upon expiration of the initial certification and/or upon changed circumstances. A second and third medical opinion may be ordered at the University's expense. Failure to provide timely and complete documentation may result in the delay or denial of FMLA absence.

Parental Absences

Proof of the child's birth, adoption, or foster care placement must be provided within 15 calendar days of the event. Note: To enroll a dependent in health coverage, contact your University Human Resources Office. Failure to provide timely and complete documentation may result in the delay or denial of FMLA absence.

Military Exigency Absences

For qualifying exigency absences, a copy of the family member's orders or other military documentation is required at the time of the first request. In addition, for **each** absence, a written request that includes the justification for the absence and the specific activity that will be performed during the absence is required on the *Military Exigency Certification*

interpreted to indicate that you are regarded by the University as having a disability as defined by the Americans with Disabilities Act (ADA)

Questions

Questions concerning FMLA absence or the benefit entitlements may be referred to your FMLA/HR Coordinator:

Anna Shively, Assistant Director of Human Resources, Office of Human Resources,
G-8 Sutton Hall, 1011 South Drive, Indiana, PA 15705

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