



## FAMILY AND MEDICAL LEAVE (FMLA) INFORMATION

UPMC WorkPartners will be administering Family and Medical Leave (FMLA) and Accommodation (ADA) coverage for all Robert Morris University employees.

Beginning on July 1, 2019, all employees must call UPMC WorkPartners at <u>1-833-851-5184</u> for the following:	
<b>New FMLA Request:</b>	<ul style="list-style-type: none"> <li>The birth of a child or placement of an adopted or foster child.</li> <li>Your own serious health condition.</li> <li>The serious health condition of your spouse, child or parent.</li> <li>To care for a covered service member with a serious injury or illness who is your spouse, son, daughter, parent, or next of kin (military caregiver).</li> </ul>
<b>New Accommodation Request:</b>	<ul style="list-style-type: none"> <li>A medical condition that prevents you from performing an essential function of your job.</li> <li>A medical condition that requires you to have unique equipment or a modified work arrangement to be able to perform the essential functions of your job.</li> </ul>
<b>Reporting Intermittent Absences</b>	<ul style="list-style-type: none"> <li>Scheduled or unscheduled periodic absences related to an FMLA or ADA case.</li> </ul>

ALSO CONTACT UPMC WORKPARTNERS IF:
<ul style="list-style-type: none"> <li>If you need to miss more than three (3) consecutive work shifts due to an FMLA-qualifying reason.</li> <li>If you or your covered family member have been admitted to the hospital, even a one-day admission (does not include Emergency Room visits or 23-hour observation periods).</li> <li>If you have a chronic condition that causes you to miss work periodically.</li> <li>If there is a change in medical circumstances or you are using more FMLA time than anticipated.</li> </ul>

ELIGIBILITY	
<b>FMLA Eligibility Criteria (<u>both criteria must be met</u>):</b>	<ol style="list-style-type: none"> <li>1. The employee must have 12 months of service with Robert Morris University. <i>(The 12 months of service does <u>not</u> need to be consecutive months. Service within prior 7 years may be counted).</i></li> </ol> <p style="text-align: center;"><b>AND</b></p> <ol style="list-style-type: none"> <li>2. The employee must have worked at least 1250 hours in the 12 months preceding the leave start date. Only <u>worked</u> hours count toward FMLA eligibility.</li> </ol>
<b>FMLA time can be used in three (3) ways:</b>	<ul style="list-style-type: none"> <li>As a Continuous leave of absence</li> <li>As an Intermittent leave</li> <li>As a Reduced schedule leave</li> </ul>
<b>How much time am I eligible for?</b>	<ul style="list-style-type: none"> <li>Eligible employees have one 12-week “bank” of time available per rolling 12 months. The total amount of FMLA used cannot exceed the maximum 12 weeks in a rolling year – regardless of the number of FMLA requests an employee submits.</li> </ul>

INITIAL INFORMATION TO PROVIDE	
<b>When initiating your request with UPMC WorkPartners, be prepared to provide the following information:</b>	<ul style="list-style-type: none"> <li>Employee Name</li> <li>Mailing address</li> <li>Email address (for quicker processing of forms)</li> <li>Date of Birth</li> <li>Start date and expected end date of the leave</li> <li>Reason for the leave (including family member name, if relevant)</li> <li>Medical Provider information, if needed to review an ADA request.</li> </ul>

## RETURNING FROM A CONSECUTIVE LEAVE

Your manager **and** the UPMC WorkPartners Leave Specialist must receive your return-to-work clearance before you return from a Consecutive Leave for your **OWN** condition.

**(Note: Medical clearance is not required for employees on leave for a family member's illness)**

Your manager **cannot** permit you to work until medical clearance has been provided.

**Always** provide work restrictions (including restrictions regarding overtime) in writing from the medical provider.

When medically released, you are required to report to work on the next available shift.

## HOW DO I GET PAID WHILE I AM OUT ON FMLA?

- Family and Medical Leave (FMLA) is an unpaid leave. You may be eligible for Short-Term Disability (STD), Long-Term Disability (LTD) or Faculty Medical Leave as an income replacement whenever you are unable to work due to your own health condition and will run concurrently with your approved leave.
- If you are PTO eligible, you may also use PTO to run concurrently with your approved leave.
- After your first contact with UPMC WorkPartners, you will receive a packet of information in which you and your physician will need to complete in order to have your leave certified.
- All FMLA requests involving a medical condition will be reviewed based on a Department of Labor Certification of Healthcare Provider form completed by the patient's treating provider.
- All documentation will need to be returned to UPMC WorkPartners with the exception of the Short-Term Disability (STD) form, which will need to be returned directly to the Standard, if applicable. For Faculty Medical Leave, please contact Human Resources.

## INTERMITTENT FMLA TWO-CALL PROCESS

### To report an intermittent absence time as of July 1, 2019:

1. Employees should follow call-off procedures for the department

**AND**

2. Employees must call UPMC WorkPartners at **1-833-851-5184** to report the absence.

### Employees' Responsibility

- Clearly advise the manager when an absence is related to FMLA.
- Attempt to schedule planned absences in a manner that is "least disruptive" to the department's operations.
- Follow the company's call-off procedures.
- Contact the Leave Specialist with any medical changes that could impact the FMLA record.

### Managers' Responsibility

- Clarify if an absence is related to an FMLA reason so the absence can be tracked correctly.
- FMLA absences applied for mandatory overtime shifts **should** be applied toward the employee's FMLA balance.
- Direct employees who may need FMLA to UPMC WorkPartners.
- Consult Human Resources if you think FMLA is being used excessively or used in a specific pattern.

## CONTACT US

### Human Resources

Robert Morris University  
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