Medical Leave and FMLA Request Application Manager Quick Guide

INITIATING FMLA/MEDICAL LEAVE REQUESTS

Employees who need to request FMLA or other leaves of absence can submit the request online through the Medical Leave and FMLA Request Application.

See the Employee Quick Guide for instructions.

Keep in mind that requests must be completed even if the employee plans to use paid leave. If an employee does not initiate the process themselves, you will need to follow up directly with your Medical Leave Coordinator.

HOW TO VIEW STAFF REQUESTS

As a manager, you will have access to review all active FMLA requests for any person who reports to you in the STAR Human Resources System (PeopleSoft).

1. Log in to the Medical Leave and FMLA Request Application at https://fmla.wi.gov with your **IAM username** and **password** *(this is the same log in and password that you use for the STAR Human Resources System)*. Click **Sign In**.

2. You will be brought to the following page. Click on the **Medical Leave & FMLA Request link**. There are also several links on the page for FMLA-related resources.

3. You will be brought to the My FMLA Requests page. Click on the **My Staff Request** button at the top of the page.

4. On the My Staff Requests page you will be able to review the following:

   - Employee ID & Name

   - Reason for Leave - Employee Illness, Family Illness, Parental, Military

   - Begin Date & End Date

   - Leave Type – Block, Intermittent, Both

   - Frequency Duration – How often an employee with intermittent leave may use FMLA

   - Request Status

   - FMLA/WFMLA Eligible – leave may still be approved even if these fields indicate "No".

   - Reviewer – Assigned Medical Coordinator

SYSTEM NOTIFICATIONS

You may receive system generated emails in any of the following situations:

   - When an employee submits a New Request

   - When a request is Approved

   - When a request is Denied

   - When a request is Designated by the Medical Coordinator

   - When a request has been closed and is no longer active

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MONITORING LEAVE

- Discuss scheduling expectations and call-in procedures with the employee
    - Employee must explain why they could not follow call in procedures, if applicable.
    - Employee should try to schedule appointments and treatments outside of work hours when available.
- Keep a record of absence reasons.
- Use the information on the My Staff Requests page to monitor FMLA usage and accurate reporting on timesheets.
- At times you may need to complete employee timesheets in the event of unexpected absences. Instructions are in the Employee Quick Guide.
- Contact Medical Coordinator if any potential patterns of absenteeism or misuse of FMLA is noticed. Don't ignore suspected abuse.

    Possible examples include:
    - Monday/Friday/Holiday call ins
    - After a denied vacation request
    - Failing to comply with call in procedures
    - Patterns of overuse
- Verify with Medical Coordinator that a Work Release has been received prior to the employee returning to work from a consecutive leave for their own serious health condition.

THINGS TO THINK ABOUT

- FMLA is time sensitive. Communicate to the Medical Coordinator when you become aware of an employee's need for leave.
- An employee does not need to specifically state they need FMLA. Watch out for the following:
    - Signs of a serious health condition
    - Comments made by the employee regarding possible medical conditions (for themselves or family member)
    - If a family member reaches out regarding employee's medical condition
- Maintain employee's privacy and confidentiality.
- Fair and consistent treatment to all employees.
- FMLA leave cannot be considered in Performance Evaluations.

LET'S TALK FMLA (WITH STAFF)

Even though FMLA is confidential in nature, that doesn't mean when an employee calls in under FMLA that you can't ask additional questions.

- You can ask the reason the employee cannot come to work
    - Have you previously taken leave for this reason?
    - Is this for yourself or Family Member?
    - Treatment or unplanned absence?
- Does the employee plan to use paid or unpaid leave?
- When does the employee expect to return to work?

RESOURCES

- FMLA Toolkit
- Employee Quick Guide
- PeopleSoft Absence Management Job Aid