

# The Leave of Absence Process for Intermittent Leaves

(Employees)

## What is Intermittent/Reduced Schedule Leave?

The Family Medical Leave Act (FMLA) permits eligible employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (CFR Section 203).

Eligible employees may use intermittent/reduced schedule leave when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition. Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider.

1. Inform your manager 30 days in advance, unless the leave is emergent, that you are applying for an intermittent leave of absence. Please include the dates that you expect to need intermittent leave and the reason for the leave request (i.e. personal illness).
2. Contact Phyllis Barlow, Leave Administrator, at 425.690.4193 or by email at [LeaveAdministrator@ValleyMed.org](mailto:LeaveAdministrator@ValleyMed.org) obtain a Request for Leave of Absence form and Medical Certification form. The Medical Certification and Request for Leave Form may also be downloaded by going to My Valley > HR > Forms > Leave of Absence Forms.
3. Once received, read all the documentation provided by the Leave Administrator.
4. Complete the Request for Leave of Absence form.
5. Have a health care provider complete the Medical Certification form.
6. Return the completed Request for Leave of Absence form and Medical Certification to Phyllis Barlow, Leave Administrator, by fax at 425.690.9006.
7. Your leave eligibility will be determined, and you will be notified of your leave approval/denial status. The Leave Administrator will contact you and your manager to confirm the approval/denial status of your request. If your intermittent leave request is approved, the Leave Administrator will confirm the dates of the leave approval and the approved parameters.
8. Certifications for intermittent FMLA are valid for up to six months. If intermittent leave is still needed after six months, it is your responsibility to recertify your leave by completing a new Leave Request form and having your health care provider complete a new Medical Certification form.
9. Complete and submit an FMLA Intermittent Leave Tracking Form to your supervisor and Phyllis Barlow to report your FMLA usage for each pay period. The completed form may be faxed to 425.690.9006.
10. FMLA Intermittent Leave Tracking Forms may be obtained from Phyllis Barlow or downloaded by going to My Valley > HR > Forms > Leave of Absence Forms and clicking on FMLA Intermittent Leave Tracking Form.
11. Use all appropriate vested sick/catastrophic sick, vacation hours and floating holidays for intermittent FMLA absences before taking unpaid time off, as per company policy.