



## IMPORTANT PROCEDURES ON FAMILY AND MEDICAL LEAVE (FML)

Effective January 1, 2012, The Hartford will administer FML for BSA employees.

As the FML administrator, The Hartford will:

- Determine if the employee is eligible for FML
- Send the FML form to the employee
- Receive and review the completed FML form
- Request additional medical documentation if necessary
- Approve or deny the FML request
- Track FML usage

To be eligible for FML, an employee must be employed by BSA for 12 or more months and have completed 1,250 hours of service during the 12-month period preceding the leave.

FML may be available for absences due to:

1. Employee's own serious health condition
2. Birth/care of the employee's child
3. Placement of a child with the employee for adoption or foster care
4. Care of a family member with a serious health condition who is incapable of self-care due to mental/physical disability (Family member includes the employee's spouse, parent, child under age 18, or child 18 or older if incapable of self-care due to mental/physical disability)
5. Any "qualifying exigency" (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, including a member of the Reserves or National Guard in support of a contingency operation
6. Care by the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves undergoing medical treatment, recuperation, or therapy for serious injury or illness that occurred anytime during the five years preceding the date of treatment

The maximum allowable FML is 12 weeks\* in a rolling 12-month period (for items 1 through 5 above). The maximum period is 26 weeks\* in a rolling 12-month period (for item 6 above). (Such military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA.)

**To begin the FML process, the employee must call The Hartford at (888) 598-7462. They are available Monday through Friday from 7 a.m. to 7 p.m. EST.**

The employee will need to provide the following information:

- Name, phone number and home mailing address
- BSA's FML policy number (402111)
- Last day of active full-time work
- Name of his/her department
- Name and phone number of the employee's manager
- Nature of the claim (is it for the employee or a family member?)
- Treating physician's name, address, phone number, and fax number

In the event that the employee is unable to contact The Hartford, the supervisor/manager should call The Hartford on behalf of the employee.

If the employee is eligible for FML, The Hartford will mail an FML packet to the employee's home address. The packet contains a form which needs to be completed by the employee's treating physician (or the dependent's treating physician if the FML request is for care of a family member).

If an employee has an approved FML claim (such as for intermittent FML), beginning January 1, 2012, the employee must call The Hartford to report FML-related time off (days and hours). Employees must also report to The Hartford any changes in the medical information related to the FML leave. This may include instances in which the employee will be returning to work earlier than anticipated, or the need for an extension of FML.

As a reminder, employees must always call their supervisor to report FML-related time off prior to calling The Hartford. Employees must provide 30 days advance notice to their supervisors before taking FML-related time off, when the need is foreseeable, or as soon as practicable, depending on the circumstances.

Supervisors will be notified via an email from Hartford when an employee is approved for FML including each intermittent FML-related time off (days and hours) for which the employee is approved. Only when the supervisor receives notice of the FML approval can the employee mark his/her timecard using one of the FML codes.

The following codes should be used for time reporting:

- FLS: Family Medical Leave (sick leave)
- FLV: Family Medical Leave (vacation)
- FML: Family Medical Leave (Unpaid – LWOP time only)
- FMF: Family Medical Leave Sick Family Member (sick leave)
- SOM: Family Medical Leave Due to Occupational Injury (sick leave)
- SFO: Family Medical Leave for Firefighters (sick leave)

On the day an employee returns to work from his/her own serious illness, he/she must:

- First report to the Occupational Medicine Clinic (OMC) with a fitness-for-duty certification from his/her physician (OMC will provide a back-to-work slip if the employee is approved to return to work.)
- Then, if returning to work from an unpaid leave of absence, the employee must report directly to Human Resources (Bldg. 400)
- Then report to his/her department/division with the back-to-work slip provided by OMC

For additional information, please visit the Benefits website.

\* If Brookhaven Science Associates (BSA) employs both FMLA-eligible spouses, they are jointly entitled to:

- a. A combined total of 12 work weeks of FML in a 12-month period when the leave is taken for the birth of a child, care of a child, or placement for adoption or foster care
- b. A combined total of 12 work weeks of FML in a 12-month period when the leave is taken for "any qualifying exigency" (as the Secretary of Labor shall, by regulation determine) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, (or has been notified of an impending call or order to active duty) in the Armed Forces, including a member of the Reserves or National Guard in support of a contingency operation
- c. A combined total of 26 work weeks of FML in a 12-month period when the leave is taken for care by the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves undergoing medical treatment, recuperation, or therapy for serious injury or illness that occurred anytime during the five years preceding the date of treatment

*The FML information provided herein is intended to provide only a summary of FML. If questions arise, official documents and applicable laws and regulations will apply.*