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The Torch

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Be aware of the Expiration of your Family Medical Leave (FML) and recertification

If you have a current Family Medical Leave (FML) approval for intermittent leave you may be wondering what happens to that approval at the end of the fiscal year or what happens if your need for leave may continue beyond June 30.

Indiana state government has designated the fiscal year as the twelve-month period to calculate FML. The fiscal year runs from July 1 through June 30. All FML approval(s) for intermittent leave will expire June 30, with the new fiscal year beginning July 1.



Employees who have an approval for intermittent FML in the current fiscal year (July 1, 2013 through June 30, 2014), and anticipate that the need for FML will continue after June 30 of this year, are required to log-in to PeopleSoft® Self-Service and complete the online request and upload a new Certification of Health Care Provider documenting that need.

Your new FML request must be accompanied by a newly completed Certification of Health Care Provider (CHCP) form that is based on a recent, in-person medical exam. Absences for continuing conditions are foreseeable; therefore, your request and CHCP should be submitted 30 days in advance of the new fiscal year. The CHCP form must be filled out completely by the health care provider and needs to include a description and/or details of the medical necessity for leave and the estimated frequency and duration of absences for which you are requesting leave. Timely submission of the documentation is your responsibility, not the health care provider's. Proper and timely completion of the required forms should reduce the number of requests for additional information and recertifications needed during the year.

Eligibility for FML will be calculated for the new fiscal year, so employees who have been employed less than 12 months and/or who have not worked at least 1250 hours in the immediately-preceding twelve-month period will not be eligible for FML in FY2014/15 until they meet those threshold requirements. Additionally, second and third medical opinions may be required.

What if you need a continuous leave for something like a surgery scheduled in May or June and your recovery will continue beyond June 30? If you receive approval for a continuous family-medical leave that crosses the fiscal year mark, then you do not need to submit new documentation just to support the part of that approved leave that occurs after June. However, if additional leave is needed in the new fiscal year beyond the initial return to work date in the approval; then new requests and certifications must be submitted documenting the changed circumstances.

For more information, including eligibility requirements, forms to be submitted, policies, and FAQs, please visit the SPD Family & Medical Leave page at www.in.gov/spd/2397.htm. If you have additional questions, please call the FML line at 317-234-7955, or toll free at State Personnel's Call Center: 1-855-SPD-INHR (1-855-773-4647) and choose the FML option.

