Questions You CAN Ask

• Is the absence related to an FML approval?

• Which FML reason/FML Approval Notice Request ID # is applicable for this absence? (if more than one approval)

• Is the employee requesting use of accrued leave or comp time?

• If absence is for the employee’s own serious health condition, what essential functions s/he cannot perform?

• If absence is not for an employee’s own serious health condition, who is the employee caring for today & what care will they be providing?

• If absence is for a qualifying exigency, request contact information for third party hosting event or meeting the employee is attending.
Questions You CANNOT Ask

• For what condition or specific reason an employee is taking leave?

• What is wrong with the employee or his/her family member?

• If FML has been approved, do not ask for a doctor’s statement. You CAN ask the employee to sign a statement saying they attended a medical appointment pertaining to their FML and providing the date and time.
Call Ins

• Employees calling in to use intermittent FMLA leave, are required to follow the agency/facility call in procedures.

• Employees who are on a continuous FMLA leave are not required to call in daily.
Tips and Tidbits

• Employees need to notify supervisors of scheduled appointments in advance.

• If a series of appointments are scheduled, that schedule must be provided.

• If employee has fewer than 30 days notice of appointment, they must provide notice on the same or next day after learning of the appointment.

• Employees must make a reasonable effort to schedule appointments outside of regular work hours. If that’s not possible, scheduling them to cause the least disruption to operations.

• It is the responsibility of both the employee and supervisor to make sure that the use of FMLA leave is properly recorded in the time keeping system.
Have a Question?

Call the SPD FMLA Line

317-234-7955

or toll free

1-855-SPD-INHR

(1-855-773-4647)