

Checklist for FMLA

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Yes No

I. Is employee eligible for FMLA?

- la. Employed at least 12 months at ISU?
 lb. Completed 1250 hours of service in the last 12 months?

If **NO** to **either** la. or lb., notify the employee they are ineligible for FMLA.

If **YES** to **both** la. and lb., proceed to #2.

II. Is time off for one of the following FMLA qualifying reasons?

- a. Birth of child?
 b. Adoption of child?
 c. Foster care placement of child?
 d. *Serious health condition (Ild1.-Ild7.)involving:
Ild1. Inpatient care, including any period of incapacity or subsequent treatment related to the same inpatient care?
 Ild2. Incapacity of more than 3 calendar days (including any subsequent treatment or period of incapacity relating to the same condition) with treatment 2 or more times for the same serious health condition?
 Ild3. Incapacity of more than 3 calendar days (including any subsequent treatment or period of incapacity relating to the same condition) and treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider, including therapy or prescription?
 Ild4. Incapacity due to pregnancy or prenatal care?
 Ild5. Incapacity for treatment of chronic serious health condition?
 Ild6. Incapacity, permanent or long term care, for which treatment may not be effective?
 Ild7. Absence for multiple treatments or for restorative surgery?

NOTE: *Serious health condition must be for one of the following: a parent, a spouse, a child under 18, or child over 18 but incapable of self-care, the individual employee

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If **NO** to **all** questions in Section II, notify employee they are ineligible for FMLA.

If **YES** to **any** question in Section II and individual is an employee, a parent of an employee, a spouse of an employee, or a child under 18 or a child over 18 but incapable of self-care, complete steps III-VI below.

- III. Determine how time will be charged (Vacation, Sick, Unpaid, or any combination). Only 40 hours of sick leave per calendar year may be used for the care of a child, spouse or parent (OPG 3.55). Merit employees may decline to utilize up to two (2) weeks of paid annual leave in each fiscal year of the agreement (Collective bargaining agreement, p.66). When appropriate, FMLA and workers' compensation leaves will run concurrent with one another (IDOP letter, FMLA, August 27, 1998).
- IV. Give notice to employee (must be sent within 2 business days after the leave begins).
- V. Record time properly. Forward appropriate paperwork to Jerilyn Rasmusson, Human Resources Services, 3770 Beardshear Hall, Ames, Iowa 50011-2033.
- VI. Follow up on periodic reports, recertification, or fitness for return to work. A supervisor *may* request medical certification as often as every 30-calendar days (IDOP letter, FMLA, August 27, 1998).

REMINDER: Keep medical information, including FMLA and workers compensation information separate from an employee's personnel or disciplinary action file.

Questions? Contact Jerilyn Rasmusson or Mike Otis in Iowa State University's Human Resources Services, 3770, Beardshear Hall, Ames, Iowa 50011-2033. The phone number is (515) 294-7680.

Notes