

New Middlesex County Policy on FMLA/FLA Leave Administration

Effective January 1, 2016, the County's contracted administrator (contracted Third Party Administrator) for the Family Medical Leave Act (hereinafter referred to as "FMLA"), and New Jersey Family Leave Act (hereinafter referred to as "FLA"), will be administering such Leave of Absences for employees. The following procedure must be completed in regard to such Leave of Absences:

- 1) The employee must adhere to the normal "call – out" procedure of their respective Department / Office / Division to report time off from work due to a serious health condition for the employee, or for a family member.
- 2) Immediately after completing the respective "call – out" policy of their Department / Office / Division, the employee must contact the County's contracted FMLA / FLA administrator to report such a Leave of Absence. The County's contracted FMLA / FLA administrator's contact information can be found on the "Employee Self Service" website, or by contacting the Human Resource Point – Of – Contact for the employee's respective Department / Office / Division.
- 3) Upon receipt of their reported request for a Leave of Absence, the County's contracted FMLA / FLA administrator will mail to the employee via U.S. Regular Mail:
 - * Health Care Provider Certification Form (FMLA);
 - * Notice of Eligibility, Rights, & Responsibilities Form (FMLA)
 - * Designation Notice (FMLA)
 - * All other requisite forms (FMLA and/or FLA)

Any mailing from the County's contracted FMLA / FLA administrator shall be equivalent to County sent mail, and the terms of County Human Resource Policy 1:7 – 2 (Acceptance of County sent Mail) shall apply.

- 4) The employee's Department / Office / Division will be notified of the result of the employee's requested Leave of Absence (i.e. approval or denial).
- 5) If the requested Leave of Absence is on an intermittent basis, the employee must follow the same procedure as outlined in Paragraphs "1" and "2" of this section for each day that the employee is absent from work for the approved condition.
- 6) The failure by an employee to complete the procedure outlined in this section for requesting / reporting an FMLA and /or FLA Leave of Absence may result in the absence being deemed to be an unauthorized absence, and may result in progressive discipline up to, and including, termination.

Answers when you have questions.
Guidance when you need support.SM

FMLASource[®]

Are you facing one of the following?

Birth of a child



Care for an injured
service member



Adoption or foster care



Care for your own
serious health condition



Care for a child, spouse or parent
with serious health conditions



FMLASource[®] provides employees with quick access to experts who will answer questions, review guidelines and provide information regarding a job protected medical or family leave of absence. Please contact FMLASource for information and forms required for your leave.

Call:
TDD: 800.697.0353
Fax:
Online:

FMLASource[®] Inc. is a ComPsych[®] company.

Leave of Absence Claim Submission Checklist

Middlesex County Employees

The following are step by step instructions on what you need to do to apply for a leave of absence.

Step #1:

- Contact FMLASource to notify your need for a leave by either the FMLASource website or by phone:
 - > **Website:** www.fmlasource.com
 - > **Phone:** 1.877.GO2.FMLA (1.877.462.3652) Monday – Friday 7:30am – 9:00pm CST

Step #2:

- Receive the Medical Certification Form from either your Leave Notification Packet sent by FMLASource or download from www.fmlasource.com.
 - > The Medical Certification Form is time sensitive material. Be certain to check for the certification due date on your initial request letter provided in your FMLA Notification Packet.

Step #3:

- Take the blank Medical Certification Form to either your or your family member's Health Care Provider.
 - > If your leave is not for medical reasons, please follow the instructions provided by the FMLASource Specialist and/or your Leave Notification Packet.

Step #4:

- Ensure that FMLASource received the completed Medical Certification Form prior to the certification due date. It is your responsibility to ensure paperwork gets returned in a timely fashion. If there are delays completing your forms, be sure to contact FMLASource prior to your certification due date:

Return the completed Medical Certification Form to FMLASource:

- > **Fax:** 1.877.309.0218
- > **E-Mail:** FMLACenter@FMLASource.com
- > **Address:** FMLASource, NBC Tower – 13th Floor, 455 N. Cityfront Plaza Drive, Chicago, IL 60611-5322

Step #5:

- Receive and review the Decision Letter from FMLASource. Please note the decisions are based on the certification completed by the healthcare provider. Notify FMLASource if your leave was denied and you need clarification on next steps.

Step #6:

- If approved for the leave, you will be responsible for keeping track of your available entitlement:
 - > **Intermittent Frequency Leave:** Be sure to report each intermittent FMLA absence to FMLASource within 24 hours and follow your department's call-off procedures. All prescheduled appointments needs to be tracked ahead of time with both FMLASource and your company. Failure to call off to both parties may be subject to disciplinary action.
 - > **Continuous Frequency Leave:** Pay close attention to the date range on your decision letter. Your position at your company is only protected during that date range. To keep your entitlement accurate and ensure protection, please notify FMLASource if your leave is any different than what was provided on the decision letter.

Announcing Leaves of Absence Now Administered by FMLASource

Effective Date: 1/1/16- We are pleased to announce that the Family and Medical Leave Act and other federal and state mandated leaves of absence are now being administered by FMLASource on behalf of Middlesex County. This service will ensure that your leave is properly and efficiently handled and that qualifying claims are filed.

Family and Medical Leave Act of 1993

FMLA provides up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. You are eligible if you have worked for Middlesex County for at least 12 months and worked for 1,250 hours over the previous 12 months.

■ Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, son, daughter or parent who has a serious health condition
- For a serious health condition that makes you unable to perform your job
- In situations of qualifying exigency to be with an employee’s spouse, parent or child if said person is an active servicemember or has an impending call to active duty in support of a contingency operation
- For the care of an injured service member if the servicemember is the employee’s spouse, child, parent, or “next of kin.” FMLA taken for this reason includes an entitlement of up to 26 weeks in a 12-month period.

■ Advance Notice and Medical Certification

You may be required to provide advance notice and medical certification. Taking leave may be denied if requirements are not met:

- You ordinarily must provide 30 days advance notice when the leave is foreseeable.
- Middlesex County may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report to return to work.

■ Job Benefits and Protection

- For the duration of FMLA leave, Middlesex County must maintain your health coverage under any “group health plan.” You will continue to be responsible for your portion of the cost sharing of the premium payments.
- Upon return from FMLA leave, employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

What You Should Do

■ Any time you are missing work due to your own serious medical condition or the care of a family member’s condition, please contact FMLASource.

- Contact your Supervisor or Human Resources Representative.
- Call 1.877.GO2.FMLA or log on to www.fmlasource.com.
- Your information will be verified by a Benefits Specialist who will initiate the leave of absence process and answer any questions you may have.
- You will be notified of the status of your FMLA claim once it has been processed.