

Intermittent Family and Medical Leave Act (FMLA) Instructions

Semi-Monthly Salaried Payroll - AP, AC, LE

To apply for intermittent FMLA, the documents indicated below are needed:

1. **For any EMU employee applying for a leave of absence**

- An [EMU Staff Leave of Absence \(LOA\) Request Form](#) must be completed.
- Please indicate if you want to use sick or vacation time while on leave.

AND

2. **For your own serious health condition**

- A [WH-380-E Form](#) must be completed by your physician.
- For a continuous FMLA, complete (9) on page 3 under 'Part B: Amount of Leave Needed'.

OR

3. **For a family member's serious health condition**

- A [WH-380-F Form](#) must be completed by the member's physician.
- For an intermittent FMLA, complete (10) on page 4 under 'Part B: Amount of Leave Needed'.

Six Month Recertification

- **Under FMLA guidelines, EMU requests your FMLA recertification every six months.**
 - This means you must submit again to maintain your intermittent FMLA.
 - An *EMU Staff Leave of Absence (LOA) Request Form* must be completed
 - A *WH-380-E Form* or A *WH-380-F Form* must be completed by the member's physician.
- **You are responsible for this resubmission.**

Time Recording

- You MUST record your time on your "Leave Report" online.
- If you are recording your time as **FMLA - NO PAY**, you **MUST contact us at HR Benefits** so we can work with payroll to adjust your pay for this time period.
- If you are using accrued time to keep yourself paid, your time should be recorded as:
 1. FMLA Vacation
 2. FMLA Sick

Have Questions or Need Assistance?

EMU HR Contact

- Phone: 734-487-3195
- Fax: 734-487-7590
- Email: HR_Benefits@emich.edu