

Continuous Family and Medical Leave Act (FMLA) Instructions

Semi-Monthly Salaried Payroll - AP, AC, LE

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, make sure question (8) on page 3 under 'Part B: Amount of Leave Needed' is completed.

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, make sure question (9) on page 4 under 'Part B: Amount of Leave Needed' is completed.

In order to return to work from leave, you must turn in a Fitness for Duty form:

- **For your own serious health condition**

A [Fitness of Duty Form](#) must be completed by your physician and returned **before returning to work**.

FMLA Compensation

FMLA is UNPAID. To be paid: 1.) The Standard, the Disability Carrier pays you. **OR** 2) EMU pays you when you use your accrued time off. You **cannot** be paid both by EMU and The Standard for the same time period.

1. Being Paid by the Disability Carrier

- [Apply for short-term disability pay](#) from The Standard:
 - By telephone, at 800.378.2395
 - Online at <https://www.standard.com/>
- Requested Information:
 - Employer name: Eastern Michigan University
 - Group plan #: 762766 is for AP, AC employees
 - Group plan #: 762761 is for LE employees

2. Being Paid by EMU using Sick or Vacation Time

- Time Card Completion:
 - Your management is responsible for recording your time using the *Outside of Webtime Entry Form*.
 - After your leave is approved, time should be recorded as 1.) FMLA No Pay, 2.) FMLA Vacation, or 3.) FMLA Sick.

Have Questions or Need Assistance? EMU HR Contact

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