

# Family Illness Leave Administration

Policy 603.15

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Family Illness Leave

4.1.1 Eligible employees as defined in the [Policy](#) are entitled of up to 52 weeks of Family Illness Leave in a five year period. Human Resources has the responsibility of administering this program and will do so as outlined below:

1. Since Family Illness Leave is an extension of the benefits provided under the FMLA leave policy the same certification procedures are used and should be referred back to as those in the FMLA policy. Employee and supervisor should also refer back to the policy for definitions and qualifications under the FMLA policy when applying for this leave.
2. Employee will complete a [Request for Family Illness Leave Form](#) located on the Human Resource website or may call the Human Resource office or visit the Human Resource office to receive a copy of the form.
3. Once form is completed by employee, certifying health care provider and supervisor the form will be turned into the Human Resource Office.
4. The Human Resource office will determine that an employee is eligible for FMIL leave, that leave requested is for a FMIL qualifying reason and will designate leave, whether paid or unpaid, as FMIL leave and track all leave during entitlement period.
5. Once an employee has been approved as meeting all criteria for FMIL leave, the Human Resource Office will send a letter to the employee and to the supervisor outlining the FMIL provisions, the begin and end date of the entitlement period, continuation of benefits information, and any other specific expectations or obligations of the employee.
6. The 52 week entitlement period for the 5 year period will measured forward from the date the employee's family leave begins. For example if an employee applies for FMIL leave beginning 3-1-07 the 52 week entitlement period will begin 3-1-07. The Human Resource office will verify that no other time prior to that date has been applied for any other FMIL event.
7. Supervisor will continue to turn time sheets into the Human Resource office as well as the Payroll office during the period of FMIL.
8. If employee is on paid leave during the FMIL period, then all applicable benefit deductions will continue to be deducted from employee's paycheck.
9. If employee is on LWOP during the FMIL period then benefit continuation will be handled as follows;
  1. While one unpaid FMIL leave the employee may continue coverage under the State's health insurance program by paying the full premium cost for his/her coverage. Employee may also continue any dependent coverage under the State's health insurance policy by paying the full premium cost. Employee must write a check to ASU at the 1st of each month to keep the health insurance benefits in place. If payment is not received then health insurance coverage may be canceled.
  2. Employee may write a check to ASU to cover any miscellaneous benefit premiums such as dental, vision, life insurance, etc., If employee elects not to continue miscellaneous benefits during FMIL period, then policies will be canceled. Employee will have the option of reinstating those benefits when leave ends and employee returns to work.
  3. All monies received from employee to cover dependent health insurance coverage or miscellaneous benefits will be made payable to ASU and will be receipted and deposited in accordance with policies and procedures as established from the Cashier's Office.
10. If an employee works a reduced or intermittent work schedule and does not use paid leave to make up the difference between the normal work schedule and the new temporary schedule then Human Resources will issue a PD-105 to the Payroll office showing the change in the number of hours the employee is scheduled work. This ensures the employee is earning pay and leave on a reduced rate.
11. After an employee submits a certification from a health care provider to his/her supervisor and to the Human Resource Department stating that employee may return to work, then employee will be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment.

## 5 Additional References

**6 Authority**

**7 Contact Information**

**8 Original Effective Date**

**9 Revision Dates**