This checklist includes procedures for three different categories of absences: full-time, reduced-time, and intermittent. The absence types are fully described below. Supervisors should use this checklist as a guide for evaluating absence requests, monitoring continuing absences, and evaluating discipline.

The checklist includes procedures related to the policy and the law for any approved FMLA/SPF absence. An employee not entitled to FMLA/SPF, ESPF or extended leave without out pay (LWOP) absence will be involuntarily separated unless the employee: returns to work, uses paid absence in accordance with ordinary rules for the use of paid absence, or resigns the position. Questions should be referred to the FMLA/SPF coordinator in the human resource office.

**Full-Time Absences**

A full-time absence is any absence that is several days in duration.

Examples:

* Absence and recovery connected to surgery
* Absence and recovery from chemotherapy (which may also be an intermittent absence)
* Absence and recovery from pneumonia or severe influenza
* Absence to care for a military servicemember with a serious injury incurred while on active duty

**Reduced-Time Absences**

A reduced-time absence is a set schedule of absences based on a specific number of work hours per day or per work week that usually continues for more than one week.

Examples:

* Working four hours each morning with the afternoon off to care for a parent with Alzheimer’s due to the normal care provider’s extended vacation
* Working Monday/Wednesday/Friday and absent Tuesday/Thursday to rest as ordered by the health care provider

**Intermittent Absences**

An intermittent absence includes periodic absences of any duration when unable to work due to a reason certified by the health care provider. Note: An intermittent absence could also be a full-time absence.

Examples:

* Call-off due to a migraine
* Need to leave early due to a flare-up of a child’s serious health condition
* Off two weeks, return for three days, and then off three weeks

**Supervisor’s Role**

* If an employee knows in advance that FMLA/SPF absence is needed, provide a *Request for FMLA/SPF Absence, Request for Military Exigency Absence or Request for Military Caregiver Absence* form to the employee, and ask the employee to return it to the FMLA/SPF coordinator.
* Notify the FMLA/SPF coordinator of the following, unless a *Designation Notice* has already been provided that covers the absence for that reason:
* Each time a full-time absence of five or more consecutive days occurs, even if you are unsure that the absence will qualify as FMLA/SPF absence;
* When a reduced-time schedule begins; and
* When intermittent absences occur. Note: For military exigency absences, ensure that a new certification form is provided.
* When an employee requests an unscheduled absence:
* Ask the employee if the absence is due to the FMLA/SPF absence approved reason. If the employee has more than one approved reason, ask to which one the absence relates.
* Determine if absence entitlement is available for use. If unsure, do not approve the absence. Instead, obtain the employee’s telephone number and call the employee back to approve/reject the absence after reviewing the remaining entitlement in ESS or by obtaining the entitlement from the FMLA/SPF coordinator. As appropriate, if a request is not due to an FMLA/SPF absence or the absence entitlement has been depleted, consider operational efficiency prior to approving or rejecting the request. Note: When looking backward 12 months from an absence, if 12 weeks of FMLA/SPF absence was used in the previous 12 month period, the employee would not be able to use FMLA/SPF absence intermittently.
* Ensure that **each** absence is entered to ESS by the employee, you, or Timekeeper. Note: There is no way to enter a reduced-time absence in SAP for the entire period of time with one entry.
* Ensure that the correct absence code is requested for the absence; refer to the *Designation Notice* for the correct code. If an employee uses the wrong code, correct the code by rejecting the ESS Leave Request and reentering it with the correct code. If you reject the request and don’t reenter it, follow-up to ensure that the employee reenters the request with the correct code. Otherwise, no absence is charged.
* When an employee is absent, notify the FMLA/SPF coordinator of the following:
* If the employee will be absent longer than initially expected, to ensure that the employee is entitled to use more absence;
* If the employee will return to work sooner than anticipated (whether on a full-time or reduced-time basis); and
* If you learn of suspicious activities or rumors connected to an employee’s activities during an FMLA/SPF absence.
* Notify the FMLA/SPF coordinator when the employee returns to work (whether on a full-time or reduced-time basis).