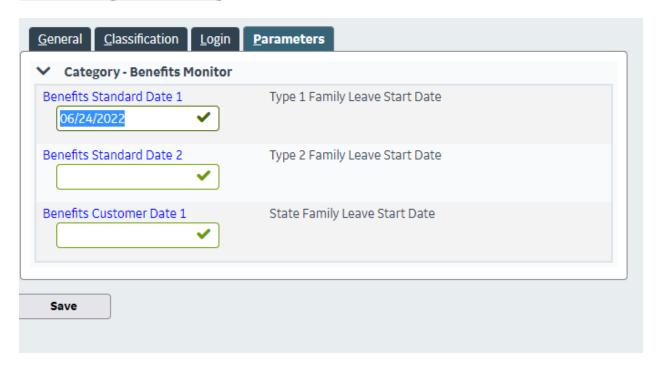
Medical Center > Intermittent Absence Reference Guide

- Employee's must follow their local call-in procedure.
- All absences under FMLA must be reported to Sedgwick within 1 business day from date of absence.
- When the employee's intermittent certification is <u>approved</u> by Sedgwick, the Supervisor will enter the FMLA start date into API, this will allow the FMLA codes to be accepted in API.
 - o In API under Employee section, click on the General Tab, and then click on the Parameters tab, enter the FMLA start date, and save. See screenshots below.
- The employee is responsible for entering the FMLA pay codes within their timecard.
 - o I would recommend for the Supervisor to verify the employee is reporting their absences correctly in API as well as to Sedgwick.
 - Please note it is imperative the employees are reporting their absences to Sedgwick, this ensures their
 FMLA absences hours are being deducted from their overall leave entitlement.
- If the FML codes are rejected by API; Supervisors, please ensure the FMLA start date was entered correctly.

Employee Sections			
General	Devices Monthly View		
FMLA			
Phones	TCS		



Below are the available FMLA codes to use depending on the type of FMLA leave the employee has filed.

Intermittent Self - Employee		Intermittent Family	
ISFS	FMLA Self Sick - Intermittent	ISFF	FMLA Family Sick - Intermittent
IFSV	FMLA Self Vacation - Intermittent	IFFV	FMLA Family Vacation - Intermittent
IFSU	FMLA Self Unpaid - Intermittent	IFFU	FMLA Family Unpaid - Intermittent