

# FMLA intermittent leave

## What employees need to know

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Do you need to take leave covered by the Family and Medical Leave Act (FMLA), but not on a continuous basis? Perhaps you only need certain days off each week or month? Another FMLA option might work for you: intermittent leave.

With intermittent leave, you can take separate blocks of time when needed and still work a partial schedule. Here are some key facts you need to know about intermittent FMLA leave:

- It's one leave taken in separate non-consecutive blocks of time for a single qualifying reason.
- It's taken for your own serious health condition, the birth of a child, or to care for a family member with a serious health condition.
- Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with your employer's approval and within 12 months after the birth or placement.
- Your intermittent leave can be certified for up to six months at a time based on the documentation provided by your healthcare provider. Recertification may be required if additional intermittent time is needed.
- If the approved frequency or duration is exceeded more than one time in an open leave of absence, you may be required to recertify the leave to clarify the change to intermittent time needed.

### Be sure to:

- Comply with your employer's call-in procedures
- Report your time as soon as you know you will be absent

## Examples of leave under FMLA

- **Continuous:** an absence period that lasts three or more consecutive days  
Example: An employee may be out for their own or a family member's serious health condition from May 1 through July 12.
- **Intermittent:** an absence period of non-consecutive days  
Example:
  - An employee has an illness causing incapacitation, which may require an absence on June 4 but not again until September 2.
  - An employee's child has a chronic health condition that requires the employee to miss a few days each month.
  - An employee's own serious health condition requires unpredictable times when the condition flares, which may be for an entire day or a few hours.
- **Reduced schedule:** an absence period with fewer, predictable hours  
Example: An employee works part-time with a predictable absence pattern, such as four days per week, or every day, but only for four hours per day.



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## Your responsibilities during an intermittent leave

- Contact Lincoln when the need for leave arises.
- Report new absence requests and intermittent occurrences within the appropriate time frames.
- Complete and submit required documentation within specified time frames.
- Follow your company's documented reporting procedures for time-off requests.
- Periodically inform your manager of your status and intent to return to work.
- Inform Lincoln if circumstances of your leave change.

Lincoln will provide detailed instructions to report intermittent time when the leave request is received and intermittent time is indicated.

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