

# WORK ABSENCES / FMLA

## NOTIFICATION OF ABSENCES

Employees who are scheduled to work must notify the Postal Service through an automated system using the toll-free number provided, when they are late or out sick. The Postal Service will provide you with this number.

This is called unscheduled absence. If you fail to call in you can be charged with Absent Without Leave (AWOL)

## SICK LEAVE

Documentation Requirements:

### 3 Days or Less

For periods of absence of 3 days or less, supervisors may accept the employees statement explaining the absence. Medical documentation or other acceptable evidence of incapacity for work is required only when the employee is on restricted sick leave or when the supervisor deems documentation desirable for the protection of the interests of the Postal Service.

### Over 3 Days

For absences in excess of 3 days, employees are required to submit documentation or other acceptable evidence of incapacity for work.

### Extended Periods

Employees who are on sick leave for extended periods are required to submit at appropriate intervals, but not more frequently than once every 30 days, satisfactory evidence of continued incapacity for work unless some responsible supervisor has knowledge of the employee's continuing incapacity for work.

### Medical Documentation of Other Acceptable Evidence

When employees are required to submit medical documentation pursuant to the regulations, such documentation should be furnished by the employee's attending physician or other attending practitioner. The documentation should provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management the employee was (or will be) unable to perform his or her normal duties for the period of the absence. This information is private and should go to the NURSE, in Albany. Anything else should state that you are under the doctors care or receiving treatment, from what date to ending date.

### Failure to Furnish Documentation

You may be AWOL

### Military Leave

Military leave is authorized absence from postal duties without loss of pay, time, or performance rating, granted to eligible employees who are members of the National Guard or Reservists of the armed forces. Up to 15 days of paid Military leave per year is granted.

### **Blood Leave**

Postal employees may be excused for period of time deemed reasonably necessary to cover any absence from regular tours of duty to make voluntary blood donations. Administrative leave for blood donations may be granted, but not to exceed 8 hours. This regulation does not apply to those employees who participate in this program on their own time, off duty.

### **Jury Duty**

This type of leave is authorized absence from work. Court leave is granted to all full-time and part-time regular employees. Certain part-time flexible employees are granted court leave as provided and governed by applicable collective-bargaining agreements. All other employees are ineligible for court leave and must use either annual leave or leave without pay. (LWOP)

## **Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) gives eligible employees the right to a maximum of twelve work weeks job protected unpaid leave, based on a rolling twelve month period measured from the first date the leave is used. Eligible employees will be afforded leave under FMLA. (See next paragraph for employee's obligation and management's obligation.)

### **FMLA Entitlement**

Full-time employees are entitled to, up to 12 weeks (12 weeks X 40 hours = 480 hours)

Part-time employees who normally schedule 30 hours a week. Up to 12 weeks (12 weeks X 30 hours = 360 hours)

A part-time employee, Casuals, and Transitional Employees who do not have a normal weekly schedule are entitled to the total number of hours worked in the previous 12 weeks not including overtime hours.

### **Form 3971**

Employee must submit a 3971 requesting leave for a condition covered by the FMLA if at all possible and practicable a 30 day advance notice. Supporting documentation is required.

### **Documentation**

The health care provider need not address the specifics concerning the employee's incapacity. The health care provider may indicate if the employee's condition is permanent or will last for an indeterminate period. The health care provider need only to confirm that the employee has a serious health condition that incapacitates him or her from performing any one function of his or her job.

Remember! Any other information that has a diagnosis or prognosis is to go to the Medical Unit in Albany.

### **Additional Information**

the Postal Service cannot request additional information from the Health Care Provider without the employee's permission. It must be only for the purpose of clarification. When the clarification is found to be incomplete you will be advised and provided a reasonable opportunity to correct the deficiency. Failure to provide the necessary certification will result in your FMLA to be denied.

### **OWCP & FMLA**

When an on the job injury results in a serious health condition, time off under COP and OWCP is counted as part of the 12 work weeks per leave year for FMLA.