



Leave of Absence Checklist

Marathon County Human Resources contracts with AbsenceResources to administer our Leave of Absence program. Please review the resources within this packet. If you still have questions, please contact CountyBenefits@marathoncounty.gov for assistance. **It is your responsibility to provide the requested information to AbsenceResources.**

Important: If you believe you may not qualify for FMLA leave but are experiencing an event that would typically qualify (e.g., your own medical condition, a family member's medical condition, childbirth, etc.), you should still notify your supervisor and contact AbsenceResources to file a claim. AbsenceResources will assess your eligibility and, if you are not eligible, will provide information on the County leave of absence options available to you. Contact Human Resources to discuss your paid and unpaid time off options.

Your Responsibilities

- Report your requested leave** for Family and Medical Leave to your immediate supervisor 30 days prior to the start of your requested leave or as soon as practicably possible.
- Contact AbsenceResources** at 877-462-3652, AbsenceCenter@AbsenceResources.com or through the online self-service portal at: <https://www.AbsenceResources.com> to initiate your case. **AbsenceResources will send a request packet to collect additional information with 5 business days of the request.** ([Portal Registration Instructions](#))
 - **If initiating your claim by email, please include:** employee name, employee number (if known), personal phone number, personal email address, home mailing address, reason for leave (if family care include relationship to family member), and expected leave dates or intermittent time off.
- Contact Human Resources** to discuss paid time off options, supplemental payment options and benefit premiums, if applicable - countybenefits@marathoncounty.gov OR 715-261-1451.
- Confirm that your Healthcare Provider has completed the FMLA Medical Certification Form** within 15 calendar days of receipt.
- Return the FMLA Medical Certification Form** to AbsenceResources.

FMLA Eligibility Guidelines

- You must have been employed with Marathon County for at least 12 months. This time does not have to be consecutive.
- You must have worked at least 1,250 hours in the immediate 12 months before the requested leave to be eligible for Federal FMLA and paid 1,000 hours for Wisconsin FMLA.
- You must return the completed medical certification form that supports your qualifying event under FMLA.
- If completely off work, you may be required to present a return to work form or physical capabilities worksheet from your healthcare provider to both AbsenceResources and your supervisor.
- If your return date changes, let AbsenceResources know within 2 days of your original return date, if possible. In order to renew or extend your FMLA protected leave, you must present a new medical certification.

AbsenceResources®

Contact AbsenceResources

- Phone: 877-462-3652
- Email: AbsenceCenter@AbsenceResources.com
- Online Portal: www.AbsenceResources.com



Leave of Absence

An Employee's Guide to FMLA

What is FMLA?

The Family and Medical Leave Act. This Federal Act provides certain employees with up to 12 weeks of unpaid, job protected leave per year. The Wisconsin Family Leave Act provides Wisconsin employees with up to 6 weeks of unpaid job protected leave per calendar year. Wisconsin FMLA runs in conjunction with Federal FMLA when an employee is eligible for both leaves.

What are the covered reasons for leave?

Wisconsin FMLA includes:

- Up to 2 weeks for an employee's own serious health condition
- Up to 2 weeks to care for an immediate family member (child, spouse, domestic partner, parent, or employee's spouse or domestic partner's parent)
- Up to 6 weeks for the birth and care of a newborn child of an employee
- Up to 6 weeks for the placement with the employee of a child for adoption or foster care

Federal FMLA applies:

- For an employee's own serious health condition
- To care for an immediate family member (spouse, child or parent)
- For the birth and care of a newborn child of an employee
- For the placement with the employee of a child for adoption or foster care
- For a qualifying exigency; when your spouse, child or parent is on active Military duty
- To care for a covered service member (spouse, child, parent or next of kin)

Am I eligible for FMLA leave?

You are eligible if you have worked at least 12 months for Marathon County, worked at least 1,250 hours in the 12 months prior to the requested leave (or 1,000 hours in the preceding 52-week period for Wisconsin FMLA).

If you are not certain if you qualify for FMLA, contact [AbsenceResources at 877-462-3652](tel:877-462-3652)

What documentation is required to support my leave?

AbsenceResources requires a Medical Certification form to be completed by your healthcare provider. AbsenceResources will explain all required documentation and applicable deadlines.

AbsenceResources will determine:

- If you have been off for 3 or more consecutive days for a medical reason or to care for a family member who is ill.
- If you have had multiple absences for the same health condition or to care for a family member who is ill.
- If you have had several doctor appointments for care and treatment.
- If you have a newborn or child placed for adoption or foster care in your home.
- If you have absences related to a spouse, son or daughter who has been deployed to active duty.

AbsenceResources will be in contact with you throughout your leave and will contact Human Resources to ensure your claim is processed timely and to provide notification once a claim determination has been made.

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Paid Time Off Options Overview

To discuss your available time off options in more detail, please contact Human Resources at countybenefits@marathoncounty.gov or 715-261-1451.

General Leave Provisions

- When an employee qualifies for both Wisconsin and Federal FMLA, the leaves run in conjunction with each other. The initial weeks are applied toward Wisconsin FMLA first.
- Employees may elect to spread out paid leave to cover health, dental, and life insurance premiums if their remaining paid leave balance totals 40 hours or less at the end of their leave.
- Grandfathered sick leave may be used in certain cases (see below).

General Leave Options When An Employee is Eligible for Both Wisconsin and Federal FMLA Leave

Employee Medical Leave

- Eligible for up to 12 calendar weeks of leave.
- During the first two weeks (Federal & Wisconsin), employees may elect to use paid leave, unpaid leave, or combination of both.
- After that period (Federal only), employees must use paid leave until their balances reach a total of 40 hours or less. Once at 40 hours or less, employees may choose to retain up to 40 hours of paid leave and take unpaid leave.
- Grandfathered sick leave may be used.
- **Income Continuation Insurance (ICI) Benefits (Short-Term Disability)** – Employees who are completely off work for their full elimination period (30 days, 60 days, 90 days, etc.) may be eligible to receive ICI benefits, allowing them to save their remaining paid leave. This benefit is approximately 75% of earnings. To apply for ICI benefits, contact The Hartford at 1-800-960-0052. If you return to work, including remote work, during the elimination period, you may be required to restart your elimination period, or certain circumstances may be extended. Reach out to The Hartford for guidance on how returning to work may impact your elimination period. In Workday, employees may view their elected elimination period on the **benefits** tab. For instructions on applying for ICI benefits (short-term disability), visit www.marathoncounty.gov/benefits.
- **Leave Donations** - Once all paid leave is exhausted, employees who qualify for employee medical or family medical leave may request leave donations from their coworkers. Employees who wish to pursue leave donations, should complete the Leave Donation Request Form found at www.marathoncounty.gov/benefits under FMLA/Leave of Absence.

Child Rearing Leave

- Eligible for up to 12 calendar weeks of leave.
- Wisconsin FMLA leave, **mothers** may use grandfathered sick leave for the first 8 weeks of leave (2 weeks of employee medical and 6 weeks of child rearing leave).
- Wisconsin FMLA leave, **fathers** may use grandfathered sick leave for the first 8 weeks of leave (2 weeks of family medical and 6 weeks of child rearing).
- After Wisconsin FMLA is used, employees must use paid leave until their balance reaches a total of 40 hours or less. Once at 40 hours or less, employees may choose to retain up to 40 hours of paid leave and take unpaid leave.
- **Income Continuation Insurance (ICI) Benefits (Short-Term Disability)** – Mothers who elected a 30 day elimination period may be eligible to receive ICI benefits after being completely off work for more than 30 calendar days. If approved, ICI benefits would begin on the 31st day following the last day worked. ICI benefits typically end 6 weeks after birth for a natural delivery and 8 weeks after birth for a C-Section. This benefit is approximately 75% of earnings. To apply for ICI benefits, contact The Hartford at 1-800-960-0052. For instructions on applying for ICI benefits (short-term disability), visit www.marathoncounty.gov/benefits.
- If you are enrolled in any County insurance plans, contact Human Resources at countybenefits@marathoncounty.gov for “special enrollment” instructions on how to add your baby in Workday. Please Note: Your child may not be covered under your medical benefits if you do not fill out the necessary paperwork within the first thirty (30) days.

Family Medical Leave

- Eligible for up to 12 calendar weeks of leave.
 - During the first two weeks (Federal & Wisconsin), employees may elect to use paid leave, unpaid leave, or combination of both.
 - After that time (Federal only), employees must use paid leave until their balance reaches a total of 40 hours or less. Once at 40 hours or less, employees may choose to retain up to 40 hours of paid leave and take unpaid leave.
 - Grandfathered sick leave may be used during the first two weeks or when all other paid leave is reduced to a total of 40 hours.
 - **Leave Donations** - Once all paid leave is exhausted, employees who qualify for employee medical or family medical leave may request leave donations from their coworkers. Employees who wish to pursue leave donations, should complete the Leave Donation Request Form found at www.marathoncounty.gov/benefits under FMLA/Leave of Absence.
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Grandfathered Leave Time

Sick Leave

- When used, grandfathered sick leave is paid at the employee's current rate of pay.
- Upon retirement, with the required notice, up to 50% of the remaining balance is converted to the employee's PEHP account at the 12/31/12 rate of pay.
- **Note:** For Lieutenants, Detectives, and Deputies, 12/31/14 rate of pay applies.

Vacation

- When used, grandfathered vacation is paid at the employee's current rate of pay.
 - Upon separation (excluding retirement), with the required notice, any remaining balance is paid out on final check at the 12/31/12 rate of pay.
 - Upon retirement, any remaining balance is converted to the employee's PEHP account at the 12/31/12 rate of pay.
 - **Note:** For Lieutenants, Detectives, and Deputies, 12/31/14 rate of pay applies.
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Time Off Coding

Workday Coding - Reason

- Employee medical leave - reason applied to FMLA self care
- Family medical leave - applied to FMLA family care
- Child Rearing - applied to birth/adoption

Sheriff's Office - IntelliTime Coding

- FSPTO
- FSCOMPTIME
- FSHOLPFLTG (Floating Holiday)
- FSUNPAIDL
- FSKELLYDAY
- FSRWRDTOFF
- FSSICKLV (Employee Medical Leave)
- FSFAMILYSL (Family Medical Leave)
- FSCHILSL (Child Rearing Leave)
- FSVACBWKLY (Non-Union Employees)
- FSANNUL (Lieutenants, Deputies, Detectives)

Highway - RTVision IntelliTime Coding

- PTO FMLA
- COMP TIME - FMLA
- FLOAT HOLIDAY - FMLA
- UNPAID LEAVE - FMLA
- REWARD TIME - FMLA
- SICK LEAVE - FMLA (Employee Medical Leave)
- FAMILY SICK - FMLA (Family Medical Leave)
- CHILD REAR SICK - FMLA (Child Rearing Leave)
- VACATION - FMLA



Leave of Absence

AbsenceResources Portal Registration

This resource provides an overview on how to register for the self-service portal.

Portal Features:

- Open new requests for leave and check status
- Track leave time
- Access leave correspondence
- Upload documentation
- Request extensions and report return to work
- Learn about FMLA regulations

1 Navigate to the Portal via link or QR Code

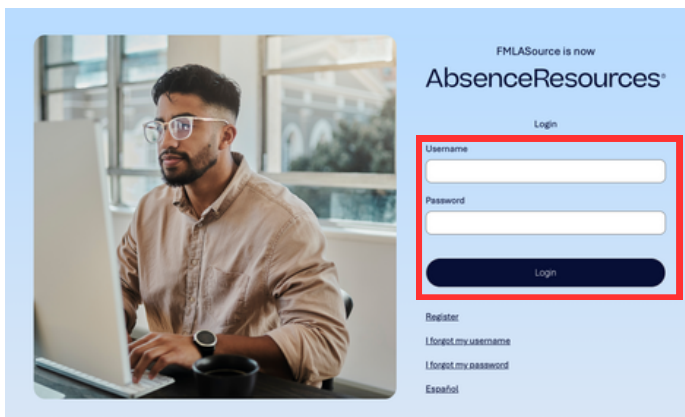
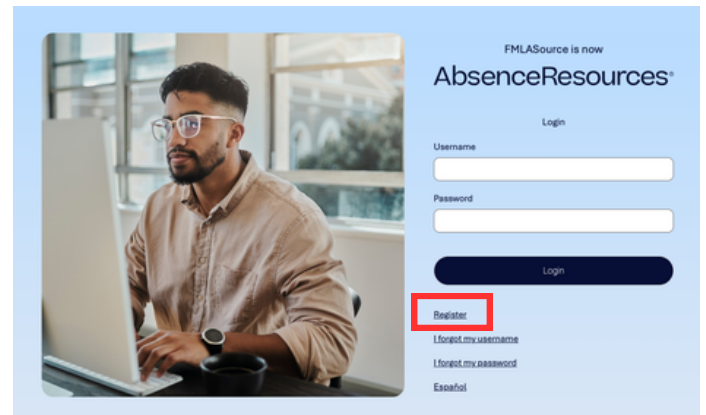
<https://www.absenceresources.com>



2 First Time Logging in? Register

If you are a first time user you will need to click the "Register" Link (Screenshot on the right).

To setup online access, you will need to enter your **Employee Number** (found in Workday) and your home **ZIP code**. Proceed through the prompts to complete your account setup.



3 Logged in Before? Sign in to your existing account.

If you have used the portal before, you will simply enter your username and password and click the Log In button.

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Leave of Absence

Frequently Asked Questions

What happens if I fail to report a leave of absence to AbsenceResources?

Failure to report your absence could result in a delay or denial of your leave.

Who is responsible for completion of supporting documentation?

The employee is responsible for ensuring all required paperwork, including medical documentation has been completed by a healthcare provider and has been received by AbsenceResources on or before the due date.

How do I return my completed documents to AbsenceResources?

Documentation can be uploaded directly into the online portal, emailed to AbsenceCenter@AbsenceResources.com or can be faxed to AbsenceResources at 877-309-0218.

What are my time off options?

FMLA leave is unpaid. However, you may elect to use your accrued paid leave as follows:

- **During Wisconsin FMLA**, you may elect to use any combination of eligible paid or unpaid leave.
- **During Federal FMLA**, you are required to use your eligible paid leave. Reach out to Human Resources at countybenefits@marathoncounty.gov or 715- 261-1451 to discuss your available paid time off options.

Do I have to take FMLA in full-day increments?

No, FMLA can be taken in the smallest increment of time allowed by the County for other forms of leave, which is 15 minute increments.

For intermittent absences, do I still report each absence to my employer and AbsenceResources? Do I need to provide documentation for each absence?

You must follow your department's time-off policy when reporting intermittent absences. You are required to report all intermittent time off, including medical appointments, to AbsenceResources within 48 hours of the absence. Late reporting may not be approved by AbsenceResources unless there are extenuating circumstances. Any lost time that is not approved as FMLA leave will not be counted as protected FMLA leave. Your supervisor will receive email notifications from AbsenceResources regarding all reported intermittent time off, including whether it was approved or denied. If you have a schedule of upcoming appointments, you may provide it to AbsenceResources; however, you must update AbsenceResources if the amount of time off used differs from the original schedule (*i.e.* you make up the missed hours).

You will not need to provide documentation for each absence as long your absence follows the designated time certified by your healthcare provider. If your absence falls outside of these parameters, you will be required to recertify your leave of absence.

For continuous absences, do I report daily absences to my supervisor and AbsenceResources?

Once your leave request has been initiated and approved, you do not need to report each day's absence to your supervisor or AbsenceResources. A department timekeeper may enter your time on your behalf. However, it is your responsibility to inform your supervisor whether you are utilizing paid time off or another type of leave.

If I have a chronic medical condition that requires FMLA leave, how often will I have to submit medical documentation?

A recertification for your medical condition will be required at least annually.

What information will my supervisor receive about my FMLA leave claim?

Your supervisor will receive email notifications from AbsenceResources when:

- a new claim is initiated, including the claim type
- a claim is approved or denied
- time off is reported, including whether it was approved or denied
- return to work date has changed
- restrictions have been established for your return to work

Your supervisor **will not** receive specific details about your or your family member's medical condition.

Is my information secure with AbsenceResources?

Yes, AbsenceResources takes every precaution necessary to ensure Personal Health Information (PHI) is protected. Only the necessary information needed to process your claim will be collected.

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