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 approved by Sedgwick, the Supervisor will enter the FMLA start date into API, this will allow the FMLA codes to be accepted in API.
  - 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.
  - 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.

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