

## How to Track Intermittent Absences

After requesting a leave through FMLASource, you may be approved for the below leave types:

	Intermittent Leave	Continuous Leave	Reduced Schedule Leave
<b>Definition</b>	Sporadic absences for the following reasons: <ul style="list-style-type: none"> <li>• Treatment or appointment with a health care provider</li> <li>• Flare-up or episodic incapacitation caused by the health condition</li> </ul>	Uninterrupted block of days missed	Pre-arranged schedule of days/hours to be missed, as dictated by your health care provider
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Occasional migraines</li> <li>• Pre-scheduled doctor appointment</li> </ul>	<ul style="list-style-type: none"> <li>• New child bonding</li> <li>• Recovery after surgery</li> </ul>	<ul style="list-style-type: none"> <li>• Kidney dialysis appointments</li> </ul>
<b>Employee's responsibility</b>	Employee must do two things: <ol style="list-style-type: none"> <li>1. Follow your normal call-off procedure for each absence</li> <li>2. Contact FMLASource within of each absence.</li> </ol>	After the initial approval has been received, no need to call with each absence; approved leave serves as notice BUT employee needs to contact FMLASource if there is a change in the start date or end date of the leave.	After the initial approval has been received, no need to call with each absence; approved leave serves as notice BUT employee needs to contact FMLASource if schedule needs to be changed.

### How do you track intermittent time?

You can track intermittent time via the website, smartphone app, email, or phone.



**Website**

[www.FMLASource.com](http://www.FMLASource.com)



**Smartphone App**

[FMLASourceNow](#)



**Email**

[FMLACenter@FMLASource.com](mailto:FMLACenter@FMLASource.com)



**Phone**

**Live Service**

**24 hour automated system – press option 1**

### What information do you need to provide?

You will need to provide: your name, your leave request number, the date that you missed work, how much time you missed, and if the time you missed was due to an Episode or an Appointment/Treatment.

### What is the difference between Episode of Incapacity and Appointment/Treatment?

#### Episode of Incapacity

- If leave is for your own serious health condition, an episode is a period of time when symptoms of a serious health condition prevent you from attending work.
- If leave is for care of a family member's serious health condition, an episode is a period of time when your family member is experiencing severe symptoms and you cannot attend work because you must care for them.
- Episodes tend to be unscheduled and unpredictable.
- Example: migraine, asthma attack, seizure.

#### Appointment/Treatment

- An appointment/treatment is a period of time you cannot attend work due to your or your family member's treatment, recovery from a treatment, or for an appointment with the health care provider related to the serious health condition.
- Example: physical therapy treatment, chemotherapy appointment, insulin treatment.