## FMLA Updates & Process Improvements Guiding Managers with Intermittent Leaves



## **Handout Index**

*	Your Rights & Responsibilities Under the Family & Medical Leave Act
*	FMLA Roles & Responsibilities
*	APPM 3.4.5 Family & Medical Leave Act – WSU Policy & Procedure
*	WSU's FMLA Leave Process (2015)
*	FMLA Certification Process
*	Intermittent Decision Letter – Revised
*	Important Information about Managing your Leave Time – Revised
	Bank Run-Out Worksheet (TCW demonstration)
*	How to Charge FMLA Time
*	Web Time Entry Codes
*	Return to Work Time Requirements by E-Class
*	Intermittent Leave FMLA Tracking Sheet & Job Aid
	Manager Email Sample
	Intermittent Trend Dashboard Exceeding Frequency Duration Sample Report
	Intermittent Trend Dashboard Patterning Sample Report
*	Recertification Check Points
	Other Reports of Interest
*	Discussion Do's & Don'ts
*	Call-In Log Template
*	Additional Q&As

<sup>\*</sup>Included in the Manager/Supervisor training