

## WSU ATTENDANCE STANDARDS, LEAVES OF ABSENCES AND THE FMLA PROCESS POST-TEST

*The purpose of this assessment is to identify areas of training emphasis. Please circle the correct answer.*

<p>1. The Family &amp; Medical Leave Act (FMLA) is a federally mandated program that required employers to give ___ of job and benefit protected leave during a ___ period for employees who meet specific eligibility requirements</p> <ol style="list-style-type: none"> <li>a. 12 months, 6 months</li> <li>b. 6 months, 3 months</li> <li>c. 12 weeks, 12 months</li> <li>d. 6 weeks, 12 months</li> </ol>	
<p>2. Employees are eligible if they have worked (actual hours worked) for WSU at least ___ and at least ___ over the previous months.</p> <ol style="list-style-type: none"> <li>a. 6 months in previous year, 1200 hours</li> <li>b. 12 months in previous 5 years, 1200 hours</li> <li>c. 6 months in previous 2 years, 1250 hours</li> <li>d. 12 months in previous 7 years, 1250 hours</li> </ol>	
<p>3. Which of the following is NOT a leave type option?</p> <ol style="list-style-type: none"> <li>a. Continuous/consecutive</li> <li>b. Reduced schedule (pre-arranged)</li> <li>c. Intermittent (sporadic or episodic)</li> <li>d. All of the above are leave type options</li> </ol>	
<p>4. Match the correct activity from the column on the right to the timeframe noted on the left to outline the FMLA process:</p> <ol style="list-style-type: none"> <li>a. If the required medical certification is not received, the request is denied and a copy of the denial letter is emailed to the BAO and employee</li> <li>b. A denial letter is sent to the employee via USPS and possibly email based upon chosen FMLASource correspondence selection. The employee is given 7 additional calendar days to correct any deficiencies in their medical certification. All approval and denial letters are sent to the employee and BAO.</li> <li>c. The FMLA claim is opened and a copy of the initial request letter is emailed to the BAO or supervisor and employee</li> <li>d. The initial request letter with employee rights is sent to the employee via USPS and/or email. The</li> </ol>	<p style="text-align: center;">Day 1</p> <p style="text-align: center;">Day 5</p> <p style="text-align: center;">Day 17</p> <p style="text-align: center;">Day 18</p>

<p>employee has 15 calendar days to return completed medical verification to FMLASource.</p>	
<p>5. If an employee's FMLA status becomes an unpaid leave of absence, FMLASource will notify Total Compensation &amp; Wellness to ensure the employee's medical coverage is not cancelled during the employee's leave.</p>	<p>True          False</p>
<p>6. It is the employee's responsibility to notify FMLASource when their absence is inconsistent with the Designation Notice.</p>	<p>True          False</p>
<p>7. If the employee does not return to work following an FMLA leave they will be required to reimburse the University the amount it contributed towards their health insurance during the leave.</p>	<p>True          False</p>
<p>8. Of the following reports, identify which will be provided to the HR Consultant and which will remain with TCW. Circle the correct response.</p>	
<p>a. Daily Report</p>	<p>HR Consultant / TCW</p>
<p>b. Verification of Ineligibility Report</p>	<p>HR Consultant / TCW</p>
<p>c. Long Term Disability Approval</p>	<p>HR Consultant / TCW</p>
<p>d. Ineligible Denial Report</p>	<p>HR Consultant / TCW</p>
<p>e. Short Term Disability</p>	<p>HR Consultant / TCW</p>
<p>f. Error Report</p>	<p>HR Consultant / TCW</p>
<p>g. Appeal</p>	<p>HR Consultant / TCW</p>
<p>h. Bank Runout</p>	<p>HR Consultant / TCW</p>
<p>i. Non-FMLA Leaves of Absence</p>	<p>HR Consultant / TCW</p>
<p>j. Leave Status Report</p>	<p>HR Consultant / TCW</p>
<p>k. Maternity Leave</p>	<p>HR Consultant / TCW</p>
<p>9. Circle the correct individual/s for each of the roles/responsibilities noted below. Circle as many individuals as appropriate.</p> <p><i>Key: HRC (HR Consultant), BAO (Business Affairs Officer), TCW (Total Compensation &amp; Wellness)</i></p>	
<p>a. Submit medical certification form</p>	<p>FMLASource / TCW / HRC / BAO / Supervisor / Employee</p>
<p>b. Provide employee with "Notice of Eligibility and Rights and Responsibility FMLA"</p>	<p>FMLASource / TCW / HRC / BAO / Supervisor / Employee</p>
<p>c. Advise employee to file for FMLA</p>	<p>FMLASource / TCW / HRC / BAO / Supervisor / Employee</p>
<p>d. Recommend and schedule second and third party evaluations</p>	<p>FMLASource / TCW / HRC / BAO / Supervisor / Employee</p>
<p>e. Download medical certifications</p>	<p>FMLASource / TCW / HRC / BAO / Supervisor / Employee</p>

f. Check eligibility for leave	FMLASource / TCW / HRC / BAO / Supervisor / Employee
g. Notify HR Consultant when employee absences are inconsistent with information provided in Designation Notice	FMLASource / TCW / HRC / BAO / Supervisor / Employee
h. Coordinate return to work requirements with employee	FMLASource / TCW / HRC / BAO / Supervisor / Employee
i. Verify employee time sheet is accurately coded	FMLASource / TCW / HRC / BAO / Supervisor / Employee
j. Calculate bank run outs	FMLASource / TCW / HRC / BAO / Supervisor / Employee
k. Track employee requests	FMLASource / TCW / HRC / BAO / Supervisor / Employee
l. Review and process leave of absence requests in accordance with collective bargaining agreement and/or e-class	FMLASource / TCW / HRC / BAO / Supervisor / Employee
m. Review FMLA appeals and retroactive FMLA claims	FMLASource / TCW / HRC / BAO / Supervisor / Employee
n. Determine employee eligibility for leave of absence or short term disability	FMLASource / TCW / HRC / BAO / Supervisor / Employee