



Revised: 07/2020

OTHER FMLA RESPONSIBILITIES AND INFORMATION

1. When entering leave online, please indicate “**FMLA**” in the requestor comments section of the absence or timesheet entry request. It is important that you submit your leave online so you are able to remain in pay status.

Intermittent Furlough and FMLA

- Employees assigned to intermittent furloughs are still required to serve the same number of furlough days in the same intervals (bi-weekly pay periods) as others, even if on continuous FMLA, and their salary is docked on those days. The employee will not be charged FMLA for those furlough days.
2. If you are out on leave for your own serious medical condition, it is agreed that **no** work will be done until you are released from your doctor and able to return to work.
 3. Before returning to work after being out for your own serious medical condition, a return to work slip from your medical provider is **required** to be given to HR and your supervisor. **No work can be performed until this is received.**
 - a. An evaluation of the restrictions is required to determine if modifications to your duties is possible.
 - b. Under FMLA, the employer is reserved the right to a two day notice before having to allow you back to work.
 4. Should the expected beginning and end dates of your leave change, please reach out to Jodi Anthony at (920) 424-2070 or anthonyj@uwosh.edu.

Notice from the Office of the Provost (**For Faculty Members Only**)

Please review policy FAC 3.10. Leaves of Absences as it relates to tenure clock stoppage. Please review the details of your contract obligations and future renewal dates with the Dean of your College. For additional information or questions you may also contact AVC Faymonville in the Provost Office at faymonvc@uwosh.edu.

Notice from the Office of Equal Opportunity, Equity and Affirmative Action:

It is the policy of the University of Wisconsin Oshkosh to provide reasonable accommodations for qualified individuals with a disability who are employees or applicants for employment. UW Oshkosh employees can request reasonable accommodations by contacting the Office of Equal Opportunity, Equity and Affirmative Action or submitting the Reasonable Accommodation Request Form.

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