

FMLA Patient Guide

Family and Medical Leave Act

What is FMLA?

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for medical reasons for themselves or specified family members.

Am I eligible to use FMLA?

YES, if you:

- Work for a private-sector employer at a location where the employer has at least 50 employees within 75 miles.
- Work for a public agency, including a local, state, or federal government agency.
- Work for a public or private elementary or secondary school.
- Have worked for the employer for at least 12 months.
- Have a minimum of 1,250 hours of service for the employer during the 12-month period immediately preceding the leave.

What can I use FMLA for?

- A serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, or parent who has a serious health condition.
- The birth of a child or placement of a child with the employee for adoption or foster care.
- Any qualifying event that happens because a spouse, child, or parent is a military member on covered active duty or on call to covered active duty status.

How much leave can I take?

Twelve work weeks of leave within a 12-month period, or up to 26 work weeks of leave during a 12-month period to care for a covered service member with a serious injury or illness, when you are the spouse, son, daughter, parent, or next of kin.

This leave can be continuous, intermittent, episodic, or for treatment for you or a family member.

- **Continuous** means you can use all 12 weeks at once.
- **Intermittent** or **reduced schedule** means taking leave in separate blocks of time or reducing the time a person works each day or each work week for a single qualifying reason.
- **Episodic** means you can use the leave for periods of time that occur at irregular intervals.
- **Treatment** means you can use the leave for such things as medical appointments or physical therapy. This can be blocks of time.

How do I start the process?

Patients and family members requesting family and medical leave can download FMLA paperwork at kp.org/wa or contact the business office of their treating physician. The patient access representative at each Kaiser Permanente clinic is trained to help you through the process. Please note, we do not accept employer FMLA forms.

How long will it take to process my FMLA paperwork ?

Kaiser Permanente is committed to processing your FMLA requests in a timely manner, well within the federal standard of 15 days.