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## **Family Medical Leave (FML) Updates**

The University of Alaska (UA) has listened diligently to feedback provided by UA employees on the new FML process with Unum. UA and Unum have been working together to improve the FML experience and simplify the process. As a result, UA is implementing two updates to the FML time reporting process:

UA is removing both 601 and 602 earnings codes from time sheets beginning with R01 (pay period that runs from December 18, 2022 - December 31, 2022), and UA is removing the 5-day reporting deadline with Unum effective immediately.

Below is more information on each update.

### **Removing 601 and 602 Earnings Code from UA Time Sheets**

#### **What is FML?**

Family and Medical Leave (FML) is unpaid job-protected leave provided to eligible employees who are experiencing a qualifying event (the employee's serious health condition, the serious health condition of a qualified member of the employee's family, the birth or adoption of an employee's child or placement of a foster child in the employee's home, or qualifying military events). Other qualifying events may also apply depending on the state in which you are located. FML is a finite entitlement of up to 12 weeks of unpaid leave in a 12-month period under federal law (additional leaves may apply depending on the state in which you are located). Since it is a set amount of unpaid, job-protected leave over a set amount of time, the FML an employee takes must be tracked against their available entitlement. In order to track this entitlement consistently and correctly, all FML hours are tracked solely by Unum.

#### **Who manages my FML entitlement?**

Unum manages all FML entitlements for the university. This ensures that UA is compliant with all federal and state laws. As such, all FML is routed through Unum. Unum will determine eligibility and will review all medical certifications for approval and denial. All FML hours used must be reported to Unum to be approved for job-protected FML.

#### **What does UA require on my time sheets while I am on approved FML?**

The university requires that employees on approved FML use their paid leave before going into leave without pay. Previously, this was managed through the use of 601 and 602 earnings codes. The new process will require that all employees use their sick leave code (earnings code 550) when they are absent from work for their FML event. If you exhaust your sick leave, you must continue to use the sick leave code for all your FML absences. Sick leave will automatically cascade into your annual leave, faculty time off, and personal holiday. Any FML absence should be reported on your time sheet as sick leave

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([earnings code 550](#)). Employees on approved FML must report their FML hours to Unum to be approved for job-protected leave.

### Why is UA removing the 601 and 602 earnings codes?

The FML earnings codes are being removed from the UA time sheets to provide clarity on the FML process with Unum. UA does not track the FML federal and state leave entitlements. These entitlements are entirely tracked with Unum.

To ensure all hours are reported correctly and to remove discrepancies found between UA time sheets and Unum's reported hours, UA is removing the 601 and 602 earnings codes.

Employees will now use their sick leave (earnings code 550) when they are absent from work for their FML and will report their FML hours directly to Unum. Unum will manage the FML entitlement and job protection.

### When is UA removing the 601 and 602 earnings codes?

This change will be effective with R01 which begins on December 18, 2022.

### My FML has not been approved yet. What do I put on my time sheet?

Employees will use sick leave (earnings code 550) if FML has not been approved. When the FML is approved, the employee is expected to work directly with Unum to report all FML hours that have been taken under the approved event.

### How do I report my FML to Unum?

Employees are expected to report their FML to Unum via their website, phone, or mobile application: [www.unum.com](http://www.unum.com) | Phone: 866-779-1054 | [Mobile App \(Google\)](#) | [Mobile App \(Apple\)](#)

### I am on FML and have a separate reason to use sick leave. What do I do?

If an employee is taking FML and has a separate reason to use sick leave (i.e. a non-FML doctor's appointment, a non-FML illness), employees will need to use sick leave (earnings code 550). If an employee has exhausted sick leave, they may use leave without pay with supervisor approval. Employees are then expected to work directly with Unum to report only FML hours to Unum. The hours that are reported to Unum will go against an employee's FML entitlement(s). The sick leave used for a non-FML event will not count towards the entitlement and should not be reported to Unum as FML.

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For the sake of clarity, an employee who has been approved to take continuous time off as FML should report all such time as FML to Unum, regardless of whether a non-FML event also occurs during the approved FML. However, an employee who is taking intermittent FML for a qualifying reason or whose FML leave has ended and who experiences a non-FML reason for taking sick leave should not report such non-FML to Unum.

**I am a supervisor, how do I know if my employee is on FML?**

If you have any questions regarding whether or not an employee is on FML, please reach out to [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu). UA is currently working on additional process improvements to provide more transparency to supervisors.

**I am an HR Coordinator, how do I know if an employee in my TKL is on FML?**

If you have any questions regarding whether or not an employee is on FML, please reach out to [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu). UA is currently working on additional process improvements to provide more transparency to HR Coordinators.

**Removing the 5-Day Reporting Deadline**

Effective immediately, the university has removed Unum's 5-day reporting deadline. FML hours must now be reported to Unum as soon as practicable. If an employee's FML hours are not reported to Unum, the leave may not qualify for job protection. Any FML hours that were previously denied because they were reported to Unum outside of the 5-day reporting period have now been approved.

If you have taken FML hours on or after July 1, 2022, and have not reported them to Unum, please contact Unum no later than December 31, 2022. It is expected that all employees who are absent due to an approved FML event promptly report their FML hours directly to Unum in order to qualify for job protection.

**FML Reminders**

During the hard closure, you do not need to use your FML hours. If you are absent during the hard closure, you may use your annual leave, faculty time off, personal holiday, or leave without pay.

Unum will host an FML training in January. Additional details will be forthcoming. This training will be recorded and placed on our website: [https://alaska.edu/hr/benefits/fml\\_training.php](https://alaska.edu/hr/benefits/fml_training.php)

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To contact Unum, please log into their website or call their customer service line. [unum.com/claims](https://unum.com/claims) | 866-779-1054 | Monday-Friday | 4:00 a.m. to 4:00 p.m. Alaskan

Additional information on FML is available on our website:  
<https://alaska.edu/hr/benefits/leave/family.php>

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