

FMLA and Short-term Disability/Leaves of Absence

Below you will find information regarding how FMLA works with Approved or Denied Disability Benefit Absences, Workers' Compensation or Leaves of Absence.

Approved Disability Benefit Absences

Absences for which an employee receives approved short-term disability benefits will run concurrently with FMLA. This will be effective as long as the employee is eligible for FMLA and has not exhausted 12 weeks in a 12-month period under federal FMLA or any applicable leave period under state law.

Note: If the employee's disability benefit absence has been approved by the AT&T Integrated Disability Service Center (IDSC), the incidental days of absence (first 7 consecutive days) will be FMLA protected. The department is responsible for ensuring that the appropriate FMLA time coding is documented for the employee.

For instructions on how to submit an Online FMLA Request/Eligibility Form (FMLA1) to report a disability benefit absence, you may visit the [FMLA1 Form User Instructions](#).

Denied Disabilities Benefit Absences

If the employee's claim for disability benefits is denied, the employee may request FMLA consideration for the absence, provided all eligibility requirements have been met and the employee has FMLA time remaining. The supervisor or delegated manager will be required to submit a revised Online FMLA Request/Eligibility Form (FMLA1) reporting the period that was denied disability benefits and provide the employee with a Certification of Health Care Provider Form (FMLA4). Employees will be required to have their health care provider complete and submit a Certification of Health Care Provider Form (FMLA4) to the AT&T FMLA Processing Unit to support the absence in accordance with FMLA guidelines.

For instructions on how to request Online FMLA Request/Eligibility Form (FMLA1) for an absence that has been denied disability benefits, you may visit the [FMLA1 Form User Instructions](#).

To view additional details and scenarios, you may visit the FMLA Process for [Employees on a Disability Benefit Absence job aid](#).

Workers' Compensation and FMLA

FMLA runs concurrently with approved time off work in association with a Workers' Compensation claim. This will be effective as long as the employee is eligible for FMLA and has not exhausted 12 weeks in a 12-month period under federal FMLA or any applicable leave period under state law.

When an employee has an approved Workers' Compensation (WC) claim that authorizes *time off work, the supervisor is required to notify FMLA Operations by completing an Online FMLA Request/Eligibility Form (FMLA1) via the FMLA Forms site.

*The WC approval must authorize the time off work specifically; work time missed that is not part of the approved WC claim must be filed as a standard request for FMLA consideration.

If the workers' compensation claim has been approved by the AT&T Integrated Disability Service Center (IDSC) the employee will not be required to have the health care provider submit a Certification of Health Care Provider (FMLA4). Claims that are pending or denied Workers' Compensation benefits will be subject to normal processing in accordance with FMLA guidelines. If a case that was pending or denied is subsequently approved, a revised

Online FMLA Request/Eligibility Form (FMLA1) must be submitted to report the change in status.

For instructions on how to submit an Online FMLA Request/Eligibility Form (FMLA1) for absences that are part of a Workersâ€™ Compensation claim, you may visit the [FMLA1 Form User Instructions](#)

Leaves of Absence and FMLA

Approved Leaves of Absence that are for FMLA qualifying events will run concurrently with FMLA and will be deducted from the employee's FMLA quota as long the employee is eligible and has not exhausted their FMLA entitlement.

The supervisor or delegated representative is responsible for ensuring that the appropriate FMLA Leave Code (LOAF) is entered in the employeeâ€™s payroll records. This code will ensure that the Leave of Absence runs concurrent with FMLA, and will deduct the approved time from the employees FMLA entitlement.

The supervisor or delegated manager is required to submit an Online FMLA Request/Eligibility Form (FMLA1) to report the Leave of Absence. If the Leave of Absence is approved, employees will not be required to have the health care provider submit a Certification of Health Care Provider Form (FMLA4).

For instructions on how to request FMLA for absences that are part of a Leave of Absence, you may visit the [FMLA1 Form User Instructions](#).

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