

## INTERMITTENT FMLA INFORMATION

- Intermittent FMLA is designed for times when you need to miss work periodically related to:
  - Your own medical condition of a serious or chronic nature
  - A serious or chronic medical condition of your spouse, child or parent
- Federal law as well as many state laws support this leave with some basic eligibility requirements, which are:
  - Employment with your employer for at least 12 months
  - At least 1250 hours worked in the 12 months preceding your request for leave
  - At least 50 or more employees within a 75 mile radius of your work location
- Intermittent time off is not a continuous leave. Meaning you are primarily working, but take time off as needed due to flare-ups of a medical condition or treatment appointments related to a medical condition. Continuous leave is a traditional leave of absence, where you are completely off work
  - Intermittent leave that is in excess of one week will be transitioned to a continuous leave, and Cigna may require additional paperwork for that
- Requires certification from your healthcare provider, who will complete the appropriate forms and provide basic terms of the approval (i.e. ~ estimated frequency and duration of absences) based on the medical condition and history of absent occurrences in the past related to this need
- Process is managed by Cigna, our absence management partner through Benefits
- Once process is initiated with Cigna, any absences related to this need must be reported immediately to your Manager and Cigna
  - If absences are not reported as related to FMLA to both your manager and Cigna, there is a chance those absences may not be covered/excused, so it is imperative that things are reported timely
- The purpose of intermittent FMLA is to provide peace of mind for absences so that they are not counted as attendance infractions, and so Doctor's notes are not mandatory for each absence
  - If intermittent FMLA is not approved by Cigna, absences are not considered excused and the statement above does not apply
- Employees must use PTO for intermittent FMLA related absences, with the exception of Pregnancy Disability Leave in CA, and employees receiving Paid Family Leave for intermittent absences
- Please direct any additional questions regarding intermittent FMLA to Cigna at 888.842.4462, or to the Benefits department at [benefits@loandepot.com](mailto:benefits@loandepot.com)