Cooper Norcross Health

Intermittent Family Leave of Absence

CHECKLIST

Please follow the instructions below to ensure your family leave is processed correctly.



STEP 1:

- Request your Intermittent leave by logging into **iCooper Team Member Space > click My Time Off > Select Leaves Tab > Click on the ellipsis (3 dots on the right next to Sort) > Select Request Leave > Complete the required fields > Click Submit.** Once you submit your request, your leave documents will be sent to you.
- Review ALL information sent to you in the leave of absence packet. Each document is important and includes meaningful information to assist you in navigating the leave process.

STEP 2:

Have the following forms completed and returned to the Human Resources Leave of Absence Team at the fax or email listed below:

- Cooper University Health Care Request/Approval for FMLA Form (Employee to complete)
- Certification of Health Care Provider (Employee to complete cover page, Physician to complete pages 1 thru 4)
- All completed forms should be faxed or emailed to the Human Resources Leave of Absence Team:
    - 856-968-8519 (fax)
    - HRLOA-WC@Cooperhealth.edu (email)

STEP 3:

- Report intermittent FMLA time: (you must complete BOTH steps each time you use FMLA)
- Follow your departmental call out process if you are unable to report to work due to your intermittent FMLA. AND
- Please report your intermittent leave time by emailing INT-LOAReporting@Cooperhealth.edu with the following information: full name, date you are taking intermittent time, # of hours you are designating as intermittent time, reason if you have multiple intermittent leaves.

STEP 4:

- For intermittent FMLA to care for a family member, you may be eligible for NJ Family Leave Insurance Benefits with the state of NJ.
- NJ Family Leave Insurance Information is included in your leave packet, please follow the instructions to apply for NJ Family Leave Insurance.
- For questions regarding NJ Family Leave Insurance or assistance with your claim, please call the state of NJ directly at 609-292-7060, or visit https://myleavebenefits.nj.gov

INTERMITTENT FMLA FREQUENTLY ASKED QUESTIONS

Q: How do I apply for Intermittent FMLA?

A: Log into **iCooper Team Member Space > click My Time Off > Select Leaves Tab > Click on the ellipsis (3 dots on the right next to Sort) > Select Request Leave > Complete the required fields > Click Submit**.

Q: How do I get my Intermittent FMLA paperwork for me and the doctor to complete?

A: Once you apply at the above link, we will send you the necessary paperwork for completion.

Q: How is FMLA/NJFLA eligibility determined?

A: FMLA Eligibility: You must be an employee for 1 year **and** have 1,000 hours worked in the 12 -month period just prior to the start date of your leave.

NJFLA Eligibility: You must be an employee for 3 months **and** have 250 hours worked in the 12-month period just prior to the start date of your leave. NJFLA provides job protected leave to care for a family member with a serious health condition and to bond with a newborn.

Q: How will I be paid?

A: If you are a benefit eligible employee:

For intermittent FMLA for your own medical condition will be paid with PTO. You have the option to use all available PTO, or you may retain 40 hours (full time), 20 hours (part time), or 72 hours (HPAE members only).

For intermittent FMLA to care for a family member, you may be eligible for NJ family leave insurance benefits with the state. Please visit www.MyLeaveBenefits.nj.gov for more information and instructions on how to apply. FLI pays 85% of your daily wages up to a maximum. See the current year's maximum weekly benefit level at myleavebenefits.nj.gov. You can choose if you wish to use PTO time to supplement with the state pay or not. If you do not wish to apply for NJ FLI benefits, you can use time PTO time for your days missed, or take unpaid.

Q: What if I am not benefit eligible, how will I be paid?

A: For intermittent FMLA for your own medical condition, this time would be unpaid.

For intermittent FMLA to care for a family member, you may be eligible for NJ family leave insurance benefits with the state. FLI pays 85% of your daily wages up to a maximum. See the current year's maximum weekly benefit level at myleavebenefits.nj.gov

Q: What if I have questions regarding my NJ FLI claim? (To care for family members only)

A: Please contact the state directly at 609-292-7060, or visit **www.MyLeaveBenefits.nj.gov**

Q: How do I report intermittent FMLA time used?

A: Follow your departmental call out process if you are unable to report to work due to your intermittent FMLA and report your intermittent leave time by emailing INT-LOAReporting@Cooperhealth.edu with the following information: full name, date you are taking intermittent time, # of hours you are designating as intermittent time, reason if you have multiple intermittent leaves. **You must complete BOTH steps each time you use intermittent leave.**