



Family and Medical Leave Act (FMLA) – FMLA Approval/Non-Certification

FMLA Approvals:

- Employee will receive an approval letter that states date and parameters for their FMLA certification.
- Employee must notify supervisor and report time to Sedgwick within 48 hours of using FMLA time. Sedgwick will send out approval notice for time reported to both supervisor and employee.
- Employees are eligible to take up to 12 weeks (generally 480 hours) FMLA within a 12 month rolling period.

FMLA Non-certification (Denial):

- Employee will receive a non-certification (denial) letter from Sedgwick.
- If any provisional FMLA time was taken, that time will be re-coded in accordance with CenturyLink policy and/or state leave law (if applicable).
- If an employee wants to dispute the non-certification (denial), (s)he must immediately (within 48 hours) notify their supervisor and call Sedgwick at **1-800-729-7526**. Sedgwick will advise both the employee and supervisor of the next steps.

Time Coding:

- Employees must use any PTO or entitlement time for FMLA leave. Some bargained for employees are required to use entitlement time for their own condition and may choose to use entitlement time for a family member's FMLA or take the time as unpaid. Non-bargained employees must use any accrued PTO time for FMLA leave. [See Time Codes](#).
- Employee is responsible to accurately code your FMLA time or request that you supervisor code time for you.
- Employee is responsible to track time taken as FMLA and know when all FMLA time has been used. Time coded as FMLA that exceeds the maximum entitlement is not accurately coded and is not FMLA-qualifying.

Related Information:

- Employee's must receive prior approval from Sedgwick to attend school or engage in work outside CenturyLink, regardless of whether this employment is paid or not, when on any leave of absence, including but not limited to: any unpaid leave of absence, STD, and/or FMLA.
- If FMLA certification paperwork is received after the due date, your FMLA claim will be reviewed on a going forward basis.

If you are on leave for longer than 7 calendar days, your leave will run concurrent with STD whenever possible.