



SEIU Local 722

Change to FMLA Guidelines

Members who have been approved for Intermittent FMLA covered leave will not be required to speak with more than two (2) hospital representatives and / or agents when using previously approved leave.

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This means that if when you are using your FMLA, you must

- 1. Use your department call out procedure to contact your leadership**
- 2. Contact Hartford**

When contacting your leadership, one call is all that must be made. Here are a few examples:

- **If you work on an In-patient service unit and your department call-out procedure is for you to call the Sick line in the staffing office; you must leave a message stating that you are using your approved Intermittent FMLA and that call would be considered as one of your calls. Your second call will be to Hartford**
- **If your department call-out procedure is to call the department call-out line and leave a message; you must leave a message stating that you are using your approved Intermittent FMLA. That call would be considered as one of your calls. Your second call will be to Hartford**
- **If your department call-out procedure is to call the charge person / supervisor on your unit; you must notify them that you are using your approved Intermittent FMLA and that call would be considered as one of your calls. Your second call will be to Hartford**
- **There is no requirement to make three (3) or more calls or text messages within the department anymore. The new process is to make one designated contact with the department and one contact with Hartford. That's it !!**