

# Intermittent Leave Reference Guide

**Intermittent leave is typically used for things like appointments, treatments, illness, medication side effects, or injury flare-ups and symptoms.**

## **If you need to take intermittent time off:**

1. Notify your direct supervisor as soon as you know you need time off (text, phone, or email).
2. Report intermittent time with TAM through Vantage (Vantage > Leave > Request Leave).

*\*You have 48 hours to log your leave time through TAM. Any intermittent time not logged within 48 hours requires HR approval and may be subject to the attendance policy.*

## What do frequency, duration, and episode mean?

- **Episode** refers to the estimated time needed for an appointment or period of illness.
  - Each episode of back pain (flare-up) may last three days, allowing for up to three consecutive days off for your back pain.
- **Frequency** indicates how often time off is needed for the condition.
  - With an appointment frequency of 2 episodes per week, each lasting 4 hours, you could take 4 hours off twice a week for appointments.
- **Duration** refers to two things:
  - The length of your approved intermittent leave
    - Your healthcare provider indicates that you need intermittent leave from January – August
  - How long an episode lasts
    - 4 hours, 1 day, 3 days, etc.

## How are frequency and duration tracked?

- For **weekly approvals**, TAM uses the start date to determine the day your week begins.
  - If your leave is approved starting on a Wednesday, your week will run from Wednesday through the following Tuesday
- For **monthly approvals**, TAM uses the start date to determine when your month begins and ends.
  - If your leave starts on the 5th of the month, your month will run from the 5th of the current month through the 4th of the following month.

## What is the difference between my leave balance and my frequency & duration?

- The frequency and duration of the leave are determined by the healthcare provider based on their assessment of how much time you'll need for your or your family's medical condition. Your leave balance reflects the amount of time you currently have available in your leave bank.

**How can I find my FMLA balances and other information about my intermittent leave?**

Call TAM at 855-287-3420 Monday – Friday (8 am - 5 pm CST) and Saturday (7 am - 3 pm CST). For escalated questions or issues, submit a ticket through the HR Portal.