

Frequently asked ESL/FML questions:

- Are ESL & FML the same thing?
 - o No
 - ESL = Extended Sick Leave – Only available to **Civil Service** employees for additional paid leave time during serious illness or injury of employee or their immediate family
 - FML = Family Medical Leave – Available through federal law, FML is an allotment of legally protected leave time that protects the employee from retaliation as well as their position and benefits while on leave. This leave is NOT paid time, it only pays through the use of the employee's own paid time off.
 - *Though these are separate allotments, they often occur concurrently*
- Am I eligible?
 - o ESL = If a civil service employee has worked full time for at least 6 months they may be eligible for ESL
 - o FML = If an employee has worked full-time for at least 1 year they may be eligible for FML
- Does my condition qualify?
 - o It depends on what the patient's treating medical professional says in the certification – HR Records has to review the certification before a determination can be made.
- How do I apply? To apply, find the appropriate forms below:
 - o Civil service
 - Own Condition
 - [Certification for Employee's Serious Health Condition](#)
 - [Medical Release form](#)
 - [Work Comp Agreement form](#)
 - Condition of Family Member
 - [Certification for Family Member's Serious Health Condition](#)
 - o Faculty/Administrative Professional
 - Own Condition
 - [Certification for Employee's Serious Health Condition](#)
 - [Medical Release form](#)
 - Condition of Family Member
 - [Certification for Family Member's Serious Health Condition](#)
 - o NOTE: It is the employee's responsibility to ensure that all paperwork has been completed and returned to Human Resources. Applications will not be accepted or reviewed that are received incomplete. An HR employee will reach out to you to let you know if incomplete paperwork has been received and what else is needed.
- Do I have to come to HR to pick up the paperwork?
 - o No. The application paperwork is available online (<https://hr.siu.edu/forms/sick.php>), but you will need to print it out to bring to your doctor so that they can complete their portion

- Can HR send the paperwork in to my doctor?
 - o Yes. HR will need your doctor's name and a working fax number to send the paperwork to, but there may still be additional papers that the employee has to complete and return.
- Did HR receive my paperwork?
 - o HR Records receives applications on a daily basis, mostly via fax. Determine your doctor's turnaround time for submitting forms and do not follow up with HR Records until you know your doctor has sent the forms to the correct fax number: 618-453-2038. Please be patient and call the HR Records reception to determine if your paperwork has been received.
- How will I know if my application has been approved/denied?
 - o HR Records will e-mail a determination to the employee's SIU e-mail account and their department
- How long can I be off/When will my leave start
 - o HR Records will always defer to doctor's orders from the certification paperwork – the more specific the doctor is about the patient's needs the easier it is for HR Records to make a determination and get back to the employee and department about time off
- Does my department have to know what's wrong with me/my family member?
 - o No. HR Records has to retrieve medical information to determine if the condition meets the FML criteria and will communicate the need for time off to the department, but HR will never discuss medical information with the department and the employee does not need to either.
- I've been approved for time, what now?
 - o Submit absence request slips to your department every pay period noting the time you took off
 - o If you are a civil service employee, be sure to use the drop-down menu that lists "Extended Sick Leave" or time will not be adjusted
 - o Also, be sure to mark the FML "yes" box if your time qualifies for FML