

## Health > Intermittent Absence Reference Guide

- Employee's must follow their local call-in procedure.
- *If the leave is Intermittent* - All absences under FMLA must be reported to Sedgwick within 5 calendar days from date of absence.
- When the employee's intermittent or continuous leave is approved by Sedgwick, the Supervisor will enter the FMLA start date into API, this will allow the FMLA codes to be accepted in API.
  - In API under Employee section, click on the General Tab, and then click on the Parameters tab, enter the FMLA start date, and the CFRA (State) start date and save. See screenshots below.
- The employee is responsible for entering the FMLA/CFRA pay codes within their timecard.
  - I would recommend for the Supervisor to verify the employee is reporting their absences correctly in API as well as to Sedgwick.
  - *If the leave is Intermittent* - Please note it is imperative for the employees report their absences to Sedgwick, this ensures their FMLA absences hours are being deducted from their overall leave entitlement.
- If the FML codes are rejected by API; Supervisors, please ensure the FMLA and CFRA start dates were entered correctly.

Employee Sections	
General	Devices
FMLA	Monthly View
Phones	TCS

General Photo Classification Login Indicators **Parameters** Audits

Category - Benefits Monitor

Benefits Standard Date 1 Type 1 Family Leave Start Date  
03/30/2025

Benefits Standard Date 2 Type 2 Family Leave Start Date

Benefits Customer Date 1 State Family Leave Start Date  
03/30/2025

Below are the available FMLA and CFRA codes to use depending on the type of leave the employee has filed.

IBFP	FMLA/CFRA FAMILY PTO - INTERMITTENT	ICSV	CFRA SELF VACATION - INTERMITTENT
IBFU	FMLA/CFRA FAMILY UNPAID - INTERMITTENT	IFFP	FMLA FAMILY PTO - INTERMITTENT
IBFV	FMLA/CFRA FAMILY VACATION - INTERMITTENT	IFFU	FMLA FAMILY UNPAID - INTERMITTENT
IBSP	FMLA/CFRA SELF PTO - INTERMITTENT	IFFV	FMLA FAMILY VACATION - INTERMITTENT
IBSU	FMLA/CFRA SELF UNPAID - INTERMITTENT	IFSP	FMLA SELF PTO - INTERMITTENT
IBSV	FMLA/CFRA SELF VACATION - INTERMITTENT	IFSU	FMLA SELF UNPAID - INTERMITTENT
ICFP	CFRA FAMILY PTO - INTERMITTENT	IFSV	FMLA SELF VACATION - INTERMITTENT
ICFU	CFRA FAMILY UNPAID - INTERMITTENT	ISBS	FMLA/CFRA SELF SICK - INTERMITTENT
ICFV	CFRA FAMILY VACATION - INTERMITTENT	ISCF	CFRA FAMILY SICK - INTERMITTENT
ICSP	CFRA SELF PTO - INTERMITTENT	ISCS	CFRA SELF SICK - INTERMITTENT
ICSU	CFRA SELF UNPAID - INTERMITTENT	ISFB	FMLA/CFRA FAMILY SICK - INTERMITTENT
		ISFF	FMLA FAMILY SICK - INTERMITTENT
		ISFS	FMLA SELF SICK - INTERMITTENT