

(earnings code 550). Employees on approved FML must report their FML hours to Unum to be approved for job-protected leave.

### Why is UA removing the 601 and 602 earnings codes?

The FML earnings codes are being removed from the UA time sheets to provide clarity on the FML process with Unum. UA does not track the FML federal and state leave entitlements. These entitlements are entirely tracked with Unum.

To ensure all hours are reported correctly and to remove discrepancies found between UA time sheets and Unum's reported hours, UA is removing the 601 and 602 earnings codes.

Employees will now use their sick leave (earnings code 550) when they are absent from work for their FML and will report their FML hours directly to Unum. Unum will manage the FML entitlement and job protection.

### When is UA removing the 601 and 602 earnings codes?

This change will be effective with R01 which begins on December 18, 2022.

### My FML has not been approved yet. What do I put on my time sheet?

Employees will use sick leave (earnings code 550) if FML has not been approved. When the FML is approved, the employee is expected to work directly with Unum to report all FML hours that have been taken under the approved event.

### How do I report my FML to Unum?

Employees are expected to report their FML to Unum via their website, phone, or mobile application: [www.unum.com](http://www.unum.com) | Phone: 866-779-1054 | [Mobile App \(Google\)](#) | [Mobile App \(Apple\)](#)

### I am on FML and have a separate reason to use sick leave. What do I do?

If an employee is taking FML and has a separate reason to use sick leave (i.e. a non-FML doctor's appointment, a non-FML illness), employees will need to use sick leave (earnings code 550). If an employee has exhausted sick leave, they may use leave without pay with supervisor approval. Employees are then expected to work directly with Unum to report only FML hours to Unum. The hours that are reported to Unum will go against an employee's FML entitlement(s). The sick leave used for a non-FML event will not count towards the entitlement and should not be reported to Unum as FML.

For the sake of clarity, an employee who has been approved to take continuous time off as FML should report all such time as FML to Unum, regardless of whether a non-FML event also occurs during the approved FML. However, an employee who is taking intermittent FML for a qualifying reason or whose FML leave has ended and who experiences a non-FML reason for taking sick leave should not report such non-FML to Unum.

I am a supervisor, how do I know if my employee is on FML?

If you have any questions regarding whether or not an employee is on FML, please reach out to [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu). UA is currently working on additional process improvements to provide more transparency to supervisors.

I am an HR Coordinator, how do I know if an employee in my TKL is on FML?

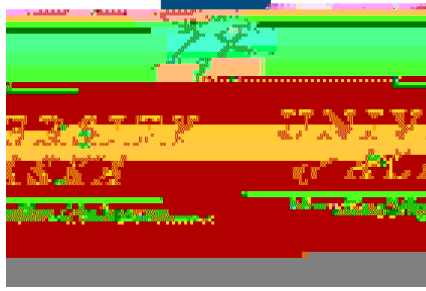
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### Effective immediately, the university has removed Unum's 5-day reporting deadline. FML hours must now be reported to Unum as soon as practicable. If an employee's FML hours are not reported to Unum, the leave may not qualify for job protection. Any FML hours that were previously denied because they were reported to Unum outside of the 5-day reporting period have now been approved.

If you have any questions regarding this change, please contact your HR Coordinator or the Unum Benefits Department at [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu).

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to web@alaska.edu and



To contact Unum, please log into their website or call their customer service line. [unum.com/claims](https://unum.com/claims) | 866-779-1054 | Monday-Friday | 4:00 a.m. to 4:00 p.m. Alaskan

Additional information on FML is available on our website:  
<https://alaska.edu/hr/benefits/leave/family.php>