

# Intermittent and Reduced Schedule Leave

FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances.

## What is Intermittent or Reduced Schedule Leave?

- **Intermittent leave** is FMLA leave taken in separate blocks of time due to a single qualifying reason. Examples of intermittent leave include:
  - Leave taken on an occasional basis for medical appointments;
  - Leave taken several days at a time spread over a period of six months, such as for chemotherapy; or
  - A pregnant employee who takes leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness.
- A **reduced leave schedule** is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.
  - For example, an employee who is recovering from a serious health condition and is not strong enough to work a full-time schedule may be eligible for a reduced leave schedule.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer's operations.

## When Can an Intermittent or Reduced Schedule Leave Be Taken?

- When medically necessary for planned and/or unanticipated medical treatment due to:
  - The employee's own serious health condition;
  - A serious health condition of a covered family member; or
  - The serious injury or illness of a covered servicemember

if the medical need can be best accommodated through an intermittent or reduced schedule leave.

- For recovery from treatment or recovery from a serious health condition or a covered servicemember's serious injury or illness that requires periodic treatment.
- For absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition or a serious injury or illness of a covered servicemember, even if he or she does not receive treatment by a health care provider.
- To provide care or psychological comfort to a covered family member with a serious health condition or a covered servicemember with a serious injury or illness.
- For a qualifying military exigency.

## Increments of FMLA Leave for Intermittent or Reduced Schedule Leave

Employers may account for FMLA leave in the shortest period of time that their payroll systems use, provided it is one hour or less. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees generally may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave.

An employer may account for FMLA leave in shorter increments than used for other forms of leave. For example, an employer that accounts for other forms of leave in one hour increments may account for FMLA leave in a shorter increment when the employee arrives at work several minutes late, and the employer wants the employee to begin work immediately. Such accounting for FMLA leave will not alter the increment considered to be the shortest period used to account for other forms of leave or the use of FMLA leave in other circumstances.

[Click here](#) for more information on intermittent and reduced schedule leave.