

FAMILY & MEDICAL LEAVE ACT (FMLA) EMPLOYEE PROCESS

Need for Leave

- When you are needing leave, estimate the start date and duration of the leave.

Call HR

- Contact HR right away to see whether you are eligible for FML and what steps you need to complete to go on leave.

Notify Manager

- Let your manager know that you will need to take time off and that you have reached out to HR regarding FMLA.

Submit Paperwork

- HR will provide copies of the required paperwork to approve your leave. When you receive this, you will need to have the appropriate physician complete the form. Once the physician completes the form, you will need to return the documentation to HR 30 days before your first day of leave. HR will review the documentation and provide a designation notice of approval or denial.

Review & Change Benefits

- Discuss your benefits options with HR. If necessary, update benefit information.

Take leave

- While you are out on leave, you are not allowed to work. You should not be checking work email or completing any work tasks. Take this time to focus on your recovery.

Keep us Updated

- Keep track of the time you are out of the office and check in with your supervisor, so they know when to expect you to return from leave. Check your paystub to ensure that it is correct and shows the appropriate usage of leave time. If anything is incorrect, let HR know right away.

Submit Fitness-for-Duty

- When you are nearing the end of your leave, have your doctor complete a Fitness-for-Duty form. This form must be completed by your physician before you may return to work. This document gets sent to HR, who will notify your manager when your doctor authorizes your return to work.

Return to Work

- Welcome back! If you have any questions regarding your return or your leave balances, contact HR.