

- Employee Responsibility
- Department Responsibility
- HR Responsibility

# EFMLA PROCESS

START



Employee must inform supervisor as soon as practical when the need for leave is foreseeable

**Notify Human Resources**

Within 3 business days, HR determines if the employee meets minimum eligibility requirements. Employee is notified by email of eligibility.

**ELIGIBLE**

**NOT ELIGIBLE**

HR requests EFMLA Application and certification of school closure and/or unavailability of childcare. Employee must submit forms to HR within 15 calendar days

Employee fails to submit documentation to HR within 15 days

HR notifies Employee in writing that request for EFMLA has been denied. HR notifies department via email.

Employee submits EFMLA Application and supporting documentation to HR  
  
Employee elects if first 10 days will be unpaid, accruals, or Emergency Paid Sick Leave

Within 3 business days, HR notifies employee if leave is designated as EFMLA Leave. HR notifies department via email.

Employee Responsibilities while on Leave:

- Must contact supervisor every two weeks to provide an update on the status of his/her leave
- Must complete Leave Reports or Electronic Time Sheets
- Must notify HR and Department to request an extension (if needed)

Department Responsibilities while Employee is on Leave:

- Complete Leave Reports/ Time Sheets for employee if he/she does not have access
- Advise HR of any change of status

Upon completion of EFMLA, Employee informs HR of their return to work

STOP