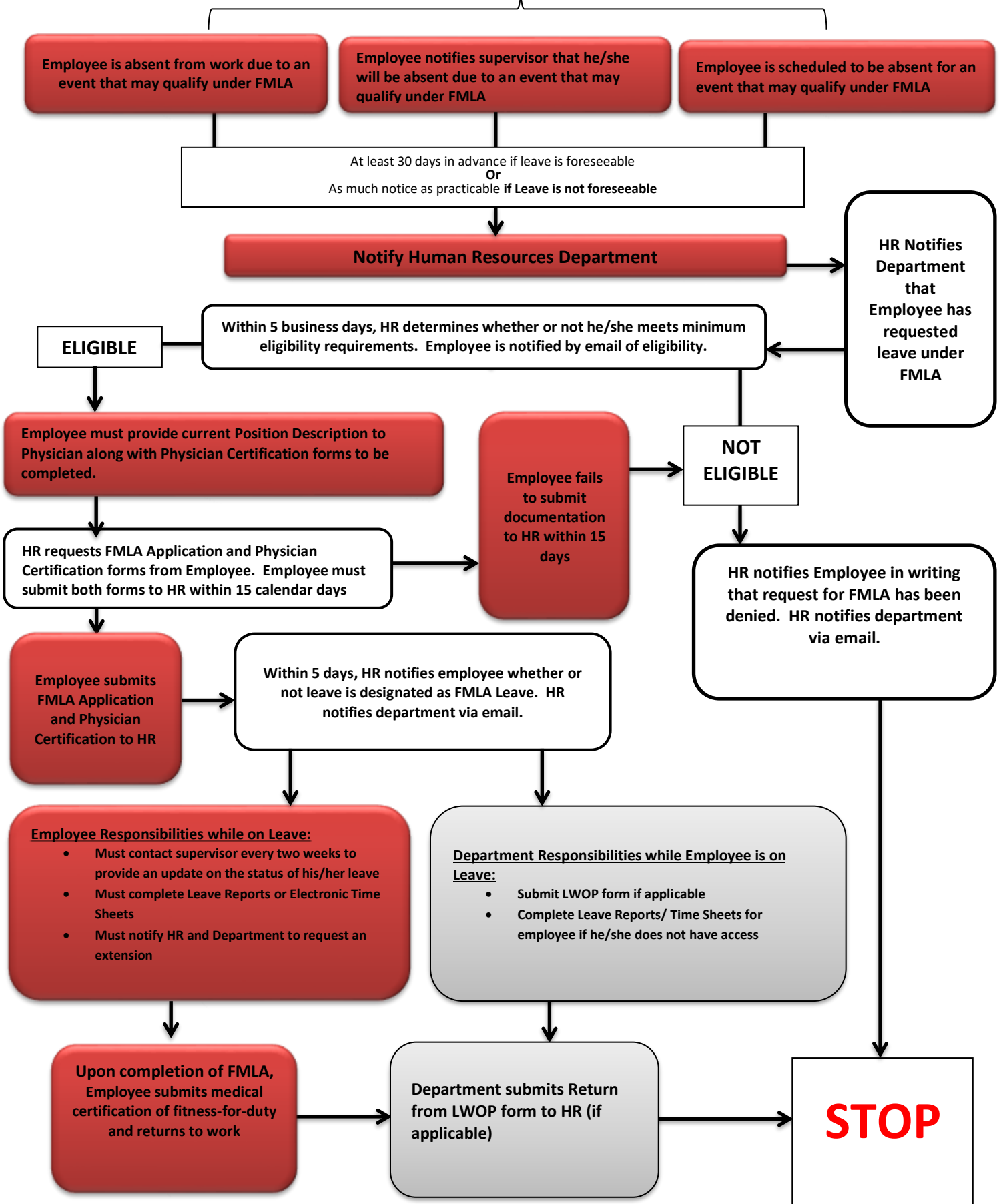


- Employee Responsibility
- Department Responsibility
- HR Responsibility

# FMLA PROCESS

START



Employee is absent from work due to an event that may qualify under FMLA

Employee notifies supervisor that he/she will be absent due to an event that may qualify under FMLA

Employee is scheduled to be absent for an event that may qualify under FMLA

At least 30 days in advance if leave is foreseeable  
Or  
As much notice as practicable if Leave is not foreseeable

Notify Human Resources Department

HR Notifies Department that Employee has requested leave under FMLA

**ELIGIBLE**

Within 5 business days, HR determines whether or not he/she meets minimum eligibility requirements. Employee is notified by email of eligibility.

Employee must provide current Position Description to Physician along with Physician Certification forms to be completed.

HR requests FMLA Application and Physician Certification forms from Employee. Employee must submit both forms to HR within 15 calendar days

Employee submits FMLA Application and Physician Certification to HR

Within 5 days, HR notifies employee whether or not leave is designated as FMLA 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

**Department Responsibilities while Employee is on Leave:**

- Submit LWOP form if applicable
- Complete Leave Reports/ Time Sheets for employee if he/she does not have access

Upon completion of FMLA, Employee submits medical certification of fitness-for-duty and returns to work

Department submits Return from LWOP form to HR (if applicable)

STOP