



# Family Medical Leave

## Process and Responsibilities



# Summary

- FMLA provides for up to 12 weeks of paid or unpaid leave for employee who must be absent from the workplace because of a serious health condition:
  - which makes the employee incapable of performing his/her job;
  - to care for a spouse, child or parent;
  - because of the birth of the employee's child; or placement of an adopted or foster child.



# Notification Process

- Department or Employee notifies HR that there may be a need for Family Medical Leave if:
  - The employee is or may have a need be out continuously (10 or more consecutive work days)
  - OR
  - The employee is or may have a need to be out intermittently. Examples of intermittent would include: a medical condition that causes employee to miss time intermittently; weekly physical therapy appointments; treatments, follow up visits, etc.



# Notification Process

- HR determines if employee is eligible for FML
- HR sends paperwork to employee within two days of notification
- Employee submits completed paperwork to HR within fifteen days of notification
- HR processes paperwork and sends determination to employee and his/her department
- HR notifies department of type of leave (continuous/intermittent) and approximate duration/frequency of the leave



# Tracking Process

- Department sends PA to HR to begin leave
- Department tracks and codes hours related to FML as designated by employee on timecards/timesheets
- Department notifies HR when employee's FML hours are exhausted (450 hours for 75 hour employees and 480 hours for 80 hour employees per calendar year)



# Follow up process

- Department notifies HR when employee returns to work
- Department notifies HR when there is a change in status of leave (such as continuous to intermittent or paid to unpaid)
- HR notifies department when PA is required
- HR notifies employee when follow up paperwork or request for continued leave is required



# Employee Responsibilities

- Notify department or HR of need for Family Medical Leave
- Submit completed paperwork within fifteen days of original notification
- Use normal department call in procedures while on intermittent leave
- Report any change of status of leave to department or HR
- Provide status update to department every two weeks while on continuous leave
- Provide doctor's notes as requested by HR or department supervisor



# Department Responsibilities

- Notify HR of employee's need for Family Medical Leave
- Provide PAs to begin, change from paid to unpaid and/or return from leave
- Track FML related hours
- Notify HR of any change in status of employee's Family Medical Leave
- Communicate any questions or concerns to HR regarding employee's frequency of leave





# HR Responsibilities

- Determine if employee is eligible for Family Medical Leave
- Send FML paperwork to employee within two days of notification
- Process submitted paperwork in a timely manner
- Notify employee and department of determination
- Follow up with department and/or employee regarding any changes of status of leave
- Request supporting paperwork as needed