The process of placing an employee on Family Medical Leave may begin with either the FML Coordinator or the employee.

FML Coordinator recognizes employee’s possible need for FMLA.

FML Coordinator determines if employee meets FMLA eligibility requirements.

- Yes: Employee or appropriate health care provider returns certification to FML Coordinator by deadline.

- No: Employee provides complete form within 7 calendar days?

  - Yes: Employee or appropriate health care provider returns certification to FML Coordinator by deadline.

  - No: Incomplete or insufficient Certification returned to employee with Designation Notice form giving notice of additional information needed.

Within 5 business days, FML Coordinator sends Notice of Eligibility and Rights and Responsibilities form to employee, notifying the employee of FML eligibility and requesting appropriate Certification form if not previously submitted.

- Certification complete?

  - Yes: FML Coordinator sends Designation Notice to employee notifying their leave qualifies under the FML within 5 business days after receiving completed certification.

  - No: Employee or appropriate health care provider returns certification to FML Coordinator by deadline.

- Complete Date?

  - Yes: FML Coordinator sends Designation Notice to employee notifying employee that due to failure to return Certification, employee has forfeited FML protection.

  - No: FML Coordinator sends Notice of Ineligibility for FML using Notice of Eligibility and Rights and Responsibilities Form.

- FML Coordinator determines if employee meets FMLA eligibility requirements.

- No: FML Coordinator notifies the employee in writing of ineligibility for FML using Notice of Eligibility and Rights and Responsibilities Form.

- Yes: If applicable, employee returns a completed fitness for duty certification if applicable.

Approximately 30 days prior to employees return to work, FML Coordinator sends FML Middle Letter and fitness for duty certification if applicable.

If applicable, employee returns a completed fitness for duty certification to the FML Coordinator before returning to work.

Department maintains medical certification documents in separate file.

FML Coordinator tracks FML usage by HCM T&L system (if paid sick, vacation, or other appropriate paid leave or if unpaid for less than a pay period) and/or by HCM if unpaid leave exceeds a pay period.

Employee or appropriate health care provider returns certification to FML Coordinator by deadline.