Family Medical Leave (FML) Process Map

FML Coordinator recognizes employee’s possible need for FMLA

FML Coordinator determines if employee meets FMLA eligibility requirements.

FML Coordinator notifies the employee in writing of ineligibility for FML using ‘Notice of Eligibility and Rights and Responsibilities’ Form

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

Employee returns certification to FML Coordinator by deadline.

Certification Complete?

Incomplete or Insufficient Certification returned to employee with ‘Designation Notice’ form giving notice of additional information needed.

Employee provides complete form within 7 (seven) calendar days!

FML Coordinator sends ‘Designation Notice’ to employee notifying employee that due to failure to return Certification, employee has forfeited FML protection.

FML Coordinator sends ‘Designation Notice’ to employee notifying the leave qualifies under the FML within 5 business days after receiving completed certification.

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

Department maintains medical certification documents in separate file.

Approximately 30 days prior to employee’s 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.