

FMLA Leave Process Flowchart

STEP 1- You must notify your supervisor and the leave coordinator when you know you need leave.

STEP 2- The Leave Coordinator must notify you whether you are eligible for FMLA leave within five business days.

If you are not an eligible employee

If you are an eligible employee

The Leave Coordinator must provide you with your FMLA rights and responsibilities, Request for Leave form, Certification forms and Initial Notice.

STEP 3- You must provide a completed certification to the Leave Coordinator with 15 calendar days.

STEP 4- The Leave Coordinator must notify you whether your leave has been designated as FMLA within 5 business days. A copy of the approval is sent to the supervisor.

If leave is not designated as FMLA Leave

If leave is designated as FMLA Leave

STOP- Your leave is not FMLA-protected
(You should contact the leave coordinator to discuss whether other leave options are possible.)

STEP 5- Your leave is FMLA protected (There are employee responsibilities while out on FMLA leave.)

Note: You are required to furnish a fitness for duty release prior to your return to work.

STEP 6- When you return to work, your supervisor must return you to the same or equivalent position.