The FMLA Process

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FMLA Overview

- FMLA Request
- Eligibility Notice
- Medical Certification
- Designation Notice
- Return To Work
FMLA Request

- Request usually completed by the employee
- If employee is unable to submit request, HR Rep can do so on their behalf
- Employee or HR Rep should use employee’s applicable leave accruals
Eligibility Notice

- HR Rep must determine employee’s eligibility for FMLA by completing Eligibility Notice
- HR Rep (or manager) must complete Eligibility Notice within 5 days of receiving request
- HR Rep should send copy of Eligibility Notice to employee
- HR Rep should remind employee of short-term disability option
Medical Certification

- Employee responsible for obtaining medical certification from healthcare provider
- Once received, employee or provider should send certification directly to Central HR
- HR Rep should follow up with employee periodically to ensure certification is being obtained
- HR Rep should notify Central HR if employee is having difficulty obtaining certification
Medical Certification

- Certification must be received no later than 15 days after start of leave.
- If not received within 15 days, OD/ER Associate will contact HR Rep to follow up with employee.
- If not received within 22 days, OD/ER Associate will contact employee directly.
- If not received within 30 days, OD/ER Associate will forward to appropriate OD/ER Manager for follow up.
Designation Notice

- Designation Notice is completed by Central HR once medical certification is received
- Designation Notice confirms whether leave is designated as FMLA, or if more documentation needed
Return To Work

- If employee is out due to their own serious health condition, return-to-work authorization is required before employee returns.
- If HR Rep receives authorization, it should be sent to Central HR for employee’s medical file.
- If Central HR receives authorization, they will notify HR Rep.
FMLA

Questions?