Employee provides medically-related notice of absence to their immediate supervisor. Supervisor will contact HR of any absence that is more than 3 days.

If the leave is not FMLA eligible, HR will contact supervisor to process & document leave appropriately. Employee will be provided with medical certification to be completed & returned to HR. Leave request approval form must be completed.

If the employee does not qualify for FMLA benefits, the employee will be sent a Notice of Eligibility by HR within 5 business days. Employee will be provided with medical certification to be completed & returned to HR. Leave request/approval form must be completed.

Employee must provide a certified return to work notice prior to the effective return to work date.

Employee is responsible for providing appropriate documentation within a given timeframe. If sufficient information is not provided in a timely manner, leave may be denied.

Employee will be provided a Designation Notice denying FMLA eligibility within 5 business days upon receipt of WH-380 (E/F).

Employee will be provided a Designation Notice approving FMLA eligibility within 5 business days upon receipt of WH-380 (E/F).

HR will determine if the WH-380-E or WH-380-F completed form supports request for FMLA absence.

Employee returns Certification of Employee’s or Family’s Serious Health Condition form to HR Leave Coordinator. (WH-380-E or WH-380-F)

HR will determine if the employee’s absence is FMLA-eligible, meets the 12 months of total service, & verifies if worked 1,250 hrs during the 12-month period preceding the date of leave.

Employee qualifies for FMLA?

STOP