Family and Medical Leave (FMLA) Process Map

The process of placing an employee on FMLA may begin with either the supervisor or the employee.

1. **Supervisor recognizes employee's possible need for FMLA and notifies them to contact Cat Martins in HR.**
2. **Employee turns in completed Leave Request Form for FMLA directly to Cat Martins in HR, or verbally requests FMLA leave.**
3. **HR determines if employee meets FMLA eligibility requirements.**
   - **If not,** HR notifies the employee in writing of ineligibility for FMLA.
   - **If yes,** HR sends Notice of Eligibility and Rights and Responsibilities form to employee, notifying the employee of FMLA eligibility and requesting appropriate certification form if not previously submitted.
4. **Within 5 business days, HR sends Notice of Eligibility and Rights and Responsibilities form to employee,** notifying the employee of FMLA eligibility and requesting appropriate certification form if not previously submitted.
5. **Employee or appropriate health care provider returns certification form to HR.**
6. **HR sends Designation Notice to employee notifying that due to failure to return certification form, employee has forfeited FMLA protection.**
7. **HR sends Designation Notice to employee notifying their leave qualifies under FMLA within 5 days after receiving completed certification.**
8. **Incomplete or insufficient certification returned to employee with Designation Notice form giving notice of additional information needed.**
9. **Employee provides complete form within 7 calendar days?**
   - **Yes,** HR sends Designation Notice to employee with Designation Notice form giving notice of additional information needed.
   - **No,** Employee needs to inform HR of anticipated return to work date. Before employee returns to work, they must provide HR with a doctor’s note confirming they are able to return to work.
10. **HR and Payroll track FMLA usage through biweekly time sheets/monthly salary leave reports, and email updates when appropriate.**
11. **HR maintains medical certification documents in separate file in HR.**
12. **Certification complete?**
   - **Yes,** Employee needs to inform HR of anticipated return to work date. Before employee returns to work, they must provide HR with a doctor’s note confirming they are able to return to work.
   - **No,** Employee provides complete form within 7 calendar days?
13. **If not,** HR and Payroll track FMLA usage through biweekly time sheets/monthly salary leave reports, and email updates when appropriate.
14. **STOP Process ends**