



## CHECKLIST FOR FAMILY & MEDICAL LEAVE (FMLA)

- ✓ **Employee:** Notifies HR & Supervisor of the potential need for FMLA leave
- ✓ **Human Resource:** Provide employee with FMLA Packet, Review forms, policy, & procedure with employee
- ✓ **Employee:** Complete and Sign the Information/Request Form; assure the leave to begin and end date are completed; if unsure provide an estimate. This form is maintained in the HR FMLA file and employee is to receive a copy.
- ✓ **Human Resource:** Complete the Notice of Eligibility & Rights & Responsibilities Form & provide to the employee, HR will keep a copy. If unable to complete the entire form while the employee is waiting you are to MAIL them the completed form within 5 days.
- ✓ **Employee:** With the exception of leave for the birth of a child, the employee must have the Certification of Health Care Provider form completed by their doctor and returned to HR within 15 days, if possible. If a doctor's slip is provided, which has all the necessary information required on Certification of Health Care Provider form, you can accept the slip.
- ✓ **Human Resource:** The Designation Notice will be sent to the employee indicating whether they qualify for FMLA or not, HR will keep a copy.
- ✓ **Employee:** Must provide a fitness-for-duty certificate before returning to work (other than FMLA leave used by a male employee for the birth of their child). Provide a copy of the release to the HR office ASAP!