

FMLA – EMPLOYEE RESPONSIBILITIES & EXPECTATIONS

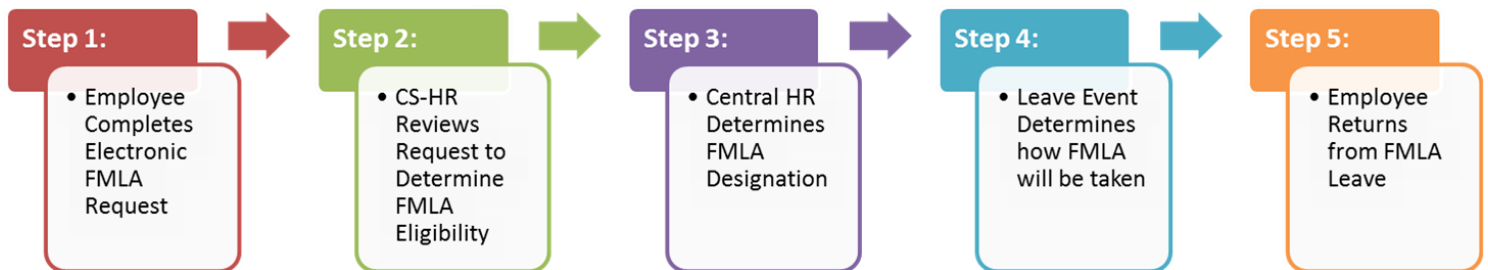
There are two circumstances under which employees should request FMLA (Family Medical Leave Act) leave:

- 1) **Unplanned Leave** (e.g. car accident, employee or family medical emergency)
⇒ **Action is required on 4th day of absence.** All payroll reps should also be watching for **four consecutive days** of sick or unpaid leave
- 2) **Planned Leave** (e.g. childbirth, scheduled surgery, etc.)
⇒ Employee informs supervisor no less than 30-days in advance

Note: To be eligible for FMLA **Employee** must have

- 12 months of service **AND**
- 1,250 hours in the preceding 12-month period **AND**
- serious health condition of employee or eligible family member

FMLA PROCESS AT A GLANCE:



✚ EMPLOYEE **STEP 1** RESPONSIBILITIES: FMLA REQUEST

Employee submits FMLA request at <https://apps.hr.emory.edu/FMLA/Data/request.jsp>.

Employee obtains medical certification documents from FMLA system, FMLA Stations or from Supervisor

Employee requests doctor to complete medical certification and fax to **Central HR** at 404-712-5205 within 15 days of leave request

✚ EMPLOYEE **STEP 2** RESPONSIBILITIES: FMLA ELIGIBILITY

- Employee** follows-up with Supervisor to ensure employee leave accruals (sick, vacation, floating holidays) have been submitted to CS-HR
- Employee** checks Emory e-mail for notification of FMLA **eligibility** from Leave System

Note: If employee is not eligible for FMLA leave, **CS-HR** discusses other available leave options with Employee and Supervisor

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EMPLOYEE STEP 3 RESPONSIBILITIES: FMLA DESIGNATION

Employee follows up with doctor to ensure medical certification has been faxed to **Central HR at 404-712-5205**.

Employee checks Emory e-mail for notification from Leave System that may request additional information

Employee checks Emory e-mail for notification of FMLA **designation** from Leave System

Note: If leave request is not designated as FMLA, CS-HR discusses other available leave options with Employee and Supervisor (e.g. non-FMLA medical leave, personal leave, etc.)

EMPLOYEE STEP 4 RESPONSIBILITIES: FMLA LEAVE DURATION & TYPE

- Employee** determines how to use paid time (if applicable)
 - If Short Term Disability (STD) will be used, **Employee** informs Supervisor of waiting period. Contact Benefits Department at **404-727-1658**.
- Employee** informs Supervisor how paid time (if applicable) will be used and the **intended dates** for which leave will be needed.

Note: FMLA Law allows

- Up to 12 weeks of unpaid leave in a 12-month rolling period OR

Leave Options:

- Full-time leave for a continuous period or intermittent leave on a reduced leave schedule
- The way in which FMLA is taken (intermittent or continuous) will depend on medical certification provided by the health care provider

EMPLOYEE STEP 5 RESPONSIBILITIES: RETURN TO WORK FROM FMLA LEAVE

- Employee** notifies Supervisor and CS-HR of Actual return date once medical release is obtained
- Employee** must contact CS-HR on the date of employee returns to work to confirm that the employee has actually returned to work

Note: If FMLA leave was for employee's own serious health condition, employee's doctor must provide a signed "Release to Work" document (indicating with or without restrictions).

OR

- Employee** notifies Supervisor and CS-HR of Need for additional leave

Note: If FMLA leave has expired, **Department Leaders (Asst. Directors and above)** need to consult with **CS-HR** regarding employee's position. Options include:

- Extending the employee the option of non-FMLA medical leave
- Not holding the position and posting to open recruitment