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

*If employee cannot submit request, the Supervisor should submit on behalf of employee.*

**Employee obtains medical certification documents within 15 days of request.**

**Leave system sends notification via e-mail to Employee, Supervisor and CS-HR.**

**Employee requests doctor to complete medical certification and fax to Central HR at 404-712-5205.**

**Central HR receives completed medical certification from Doctor via fax at 404-712-5259.**

**Central HR reviews medical certification to determine FMLA designation.**

**Central HR completes FMLA designation, if medical condition meets requirement.**

**Leave system sends notification via e-mail to Employee, Supervisor and CS-HR.**

**Employee informs Supervisor how paid time (if applicable) will be used and the intended dates for which leave will be needed.**

** FMLA Law allows:**
- Up to 12 weeks of unpaid leave in a 12-month rolling period
- Actual return date once medical release is obtained
- Leave Options:
  - Full-time leave for a continuous period or
  - Intermittent leave on a reduced leave schedule

**Employee or Supervisor must contact CS-HR on the date of employee returns to work to confirm that the employee has actually returned to work.**

**CS-HR submits request to Central HR to enter employee as “active” in PeopleSoft.**

**Employee notifies Supervisor and CS-HR of:**
- Need for additional leave
- If FMLA leave has expired, Department Leaders (Asst. Directors and above) need to consult with CS-HR regarding employee’s position

**Note:** The way in which FMLA is taken (intermittent or continuous) will depend on medical certification provided by the employee’s health care provider.

**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).