Family Medical Leave Act (FMLA) Request Process

Step 1:

- Employee Completes Electronic FMLA Request

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

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

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Employee obtains medical certification documents within 15 days of request

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

Note: FMLA designation cannot be completed without medical certification from doctor.

Step 2:

- CS-HR Reviews Request to Determine FMLA Eligibility

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

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Supervisor provides CS-HR with employee leave accruals

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CS-HR enters employee leave accruals **and** completes eligibility or ineligibility notice

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Leave system sends notification of FMLA eligibility via e-mail to Employee, Supervisor and CS-HR

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

Step 3:

- Central HR Determines FMLA Designation

Central HR receives completed medical certification from **Doctor** via **fax at 404-712-5259**
Note: FMLA designation cannot be completed without this form

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Central HR reviews medical certification to determine FMLA designation

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Central HR completes FMLA designation, if medical condition meets requirement

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

OR

Central HR receives completed medical certification from **Doctor** via **fax at 404-712-5259**
Note: FMLA designation cannot be completed without this form

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Central HR reviews medical certification to determine FMLA designation

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Central HR does not complete designation of leave as FMLA if:
- condition does not meet FMLA requirements **OR**
- medical documents are not complete

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

Note: If leave request is not designated as FMLA, CS-HR discusses other available leave options with Employee and Supervisor

Step 4:

- Leave Event Determines how FMLA will be taken

FMLA Law allows:
- Up to 12 weeks of unpaid leave in a 12-month rolling period

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Leave Options:
- Full-time leave for a continuous period or
- Intermittent leave on a reduced leave schedule

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Employee determines how to use paid time (if applicable)

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

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

Step 5:

- Employee Returns from FMLA Leave

Employee notifies Supervisor and CS-HR of:
- Actual return date once medical release is obtained

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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

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CS-HR submits request to **Central HR** to enter employee as "active" in PeopleSoft

OR

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

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

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).