

“Quick Guide” for Family & Medical Leave Requests

Step:	Action(s):
1) Employee requires medical or family leave of absence	When an employee requires 5 or more days of absence for a family or medical reason, they are encouraged to contact the HR Benefits Coordinator to discuss leave options and process. Information is also available online at: fredonia.edu/humanresources/fmla.asp
2) Employee initiates request	30 days prior to start of leave (or as soon as possible for unplanned leave), employee completes a Family & Medical Leave Request Form and submits to immediate supervisor
3) Supervisor notification	Supervisor completes Part 2 of the Family & Medical Leave Request Form and verifies employee’s Time & Attendance records are up to date. It is recommended supervisor and employee discuss submission of attendance records, use of accruals, modified obligations/schedule (if applicable) and anticipated return to work date.
4) Leave Request Form submitted to HR	Supervisor signs Request Form and forwards to HR Benefits Coordinator
5) Notification of FMLA Eligibility	When HR is notified of a potentially FMLA-qualifying leave, HR will verify employee FMLA Eligibility and provide required forms to employee. Please note: eligibility for FMLA does not constitute approval. If an employee is not eligible for FMLA leave, HR will provide available leave options per provisions of the Attendance Rules and applicable Bargaining Agreement.
6) Employee submits supporting medical certification to HR	Medical certification must be submitted to HR by the deadline provided. Certification must include specific dates and restrictions or limitations as applicable. HR will determine if FMLA is approved, denied, or more information is required. For intermittent and leave due to chronic or lifetime health conditions, updated medical certification must be provided at least once every 6 month period in which leave is required. **Paperwork containing any health information is considered protected, confidential medical documentation and should only be provided to HR**
7) Leave Designation: FMLA Approval	Absence for a qualifying reason may be provisionally designated under the FMLA even if FMLA coverage is not requested by employee. Certification will be required to support absence, or the leave may become unauthorized. Approval letters are sent to employee by HR and Payroll. Supervisors are notified via email. If leave needs to be extended or modified, updated medical documentation is required.
8) Monitoring Leave	Employee must communicate anticipated return to work and leave status information to HR and supervisor throughout the leave period. Supervisors must verify accrual/FMLA information when timesheets are approved. Employees unable to return to work as anticipated must provide updated medical documentation to Human Resources to extend the leave.
9) Return to Work	At least 24 hours prior to reporting for work, employees who have been absent 5 or more days due to illness or injury are required to present return to work authorization from their health care provider including the date. HR will notify supervisor when an employee has been cleared to work.