FMLA Procedure

Introduction

This information is a general summary of the steps to follow when considering a request for family or medical leave. An employee may specifically request an FMLA leave, or may tell you that they need to take time off for a medical issue. In either case, take the following steps to determine whether the FMLA applies and properly document the process. LER has provided a checklist for supervisors or departmental HR personnel to assist in following the process described in this document.

Step 1. Employee expresses

Step 3. Determine Qualifying Reasons

Determine if the reason for the absence is one of the qualifying reasons listed below.

Placement of a child with the employee, through adoption or foster care.

Care for any of the following family members who has a qualifying serious health condition: the spouse or partner in a civil union, the child under the age of 18, or the parent.

Care for the child 18 or older who has a qualifying serious health condition and is incapable of self-care because of a mental or physical disability.

A qualifying serious health condition that renders the employee unable to perform the functions of his or her job.

If you are uncertain whether the reason or relationship is

indicating that their reason for leave does NOT qualify for FMLA leave. Specifically, please check FMLA does not apply to your leave box on the Notice of Designation. This way, the employee knows that they are eligible but that the situation is not covered by the FMLA. Provide the completed Notice of Designation to the employee, attach it to the ePar, and note on the FMLA checklist the date that the Notices were given or sent to the employee.