



## **Requirements for Employees Requesting FMLA (Family Medical Leave Act)**

The UCO Employee Handbook and the Policies and Procedures Manual both provide an overview of the Family Medical Leave Act (FMLA), the number of weeks that may be taken as well as how it can be used.

- 1) An FMLA Request Form should be submitted by the employee or may be submitted by the supervisor. The Request Form is found on the Human Resources (HR) website under FMLA Leave.
- 2) Employees requesting FMLA should contact HR 30 days prior to commencement of the leave. Situations may not always allow for 30 days, contact HR as soon as possible.
- 3) HR will e-mail the Notice of Rights and Responsibilities along with the job description (if for the employee's own health issue) to the employee.
- 4) The employee should download the appropriate health care provider's form from the HR website. The form and the job description (if for employee's own health issue) are to be given to the physician. The physician must return the completed form to HR within 15 days. The form may be faxed to the HR office at 974-3827.
- 5) Designation for FMLA approval cannot occur until the health care provider's form has been received and reviewed by HR. If the employee is out before the FMLA is approved, the employee must contact the supervisor each day at the beginning of their shift, if the situation warrants, in accordance with UCO Policy *ADM-HUM-18* to let them know they will be out.
- 6) Once the health care provider's form has been received, HR will review the form and make a determination as to whether the FMLA will be approved or not. HR will e-mail the FMLA Designation Notice to the employee and will also notify the supervisor of the determination.
- 7) If the FMLA is approved, the employee must schedule an appointment with or phone the Payroll technician to review sick, vacation and/or compensatory leave to be used while out. FMLA is unpaid leave and the employee must use paid leave or be docked.
- 8) Leave forms must be completed, signed and given to the employee's supervisor prior to going out on leave. The type of paid leave (sick, vacation, comp.) must be indicated on the form as well as the number of hours for FMLA in that pay period. If the employee is not able or does not complete the leave forms prior to going out, the supervisor is responsible for completing the leave forms and giving them to the timekeeper for the appropriate pay periods.

- 9) If the leave lasts more than 30 days, the employee must call their department once a month to keep in touch. A supervisor or a co-worker may call the employee to inquire of their well-being but may not continuously question the employee as to when they will return.
- 10) Every 30 days the employee is required to provide HR with the appropriate physician's form for an update of the health condition and a possible return date.
- 11) If the sick, vacation and/or comp time leave is depleted, the employee is required to make payment by the first of the month for deductions normally withheld from their paycheck.
- 12) The physician must complete the Return to Work Authorization before the employee is allowed to return to their job. The HR Office must receive the form the day the employee returns to work. The form may be faxed to 974-3827. If HR does not receive the Return to Work Authorization, the employee may not work. If the employee returns to work but does not have the Return to Work Authorization, the supervisor must inform the employee that they cannot work until the form has been received.

Note: If HR receives an FMLA Request Form from a supervisor, HR will contact the employee as soon as possible, forms will be completed and FMLA will retro back to the day the employee went out.

Benefits Office phones: 974-2575 or 974-2656

Benefits Office fax: 974-3827

Payroll technician's phone: 974-2565

HR website: <http://www.uco.edu/administration/human-resources/index.asp>