Paid Employee Family Medical Leave Procedure

(this applies also to FMLA)

Responsible Party	Task/Action Item
Employee	Notifies Supervisor of need to be out of work for medical or family reason (30 days' notice preferred)
Supervisor	Advises Employee of possible need for Paid Employee Family Medical Leave and/or FMLA. Supervisor informs Human Resources of situation
Employee	Completes Request Initiation Form, including date/approximate dates of leave, and returns to Supervisor
Supervisor	Signs and submits Request Initiation Form to Human Resources within one to two business days
Human Resources	Processes request form, determines eligibility based on employment length and hours worked in past 12 months from beginning of leave, and sends applicable forms to Employee
Employee	Completes applicable forms and forwards to medical provider
Medical Provider	Returns completed, signed certification forms to Human Resources within 15 calendar days
Human Resources	Reviews documents and forms for certification. If certifiable: Human Resources sends confirmation of leave to Employee If NOT certifiable: Human Resources returns forms to Employee for follow-up and more specific information; documents must be returned within 7 calendar days
Human Resources	Notifies Supervisor of approval and leave status
Human Resources	Enters Employee name into leave management database; notifies Payroll of FMLA status, pauses sick time accrual in Paychex system
Human Resources	Maintains regular (usually monthly) contact with **Employee** to verify status and intention to return to work
Human Resources	Follows up with Employee about 3 weeks prior to return to work
Employee	Notifies Human Resources of intention to return to work
Human Resources	Notifies Supervisor of Employee intention to return to work
Employee	Secures Return to Work note from medical provider (if for Employee's own serious medical condition)
Human Resources	Reinstates Employee sick leave accrual to regular status in Paychex system, notifies Payroll of return to original status