

# Family Medical Leave Process Flow Chart

Employee submits the FMLA Inquiry Form. Absence Management will contact the employee and provide necessary information and forms for the employee to complete.

Employee completes the Employee Request for Family and Medical Leave form 30 days prior to leave or as soon as possible if the leave is unforeseen and submits to Absence Management via Secure Document Upload or Fax to 505-277-2278.

Absence Management will notify employees whether they are eligible for FMLA leave within five business days.

Not Eligible

Eligible

The employee's leave **is not** FMLA-protected. (Employee may request leave again in the future. Employee eligibility can change) Absence Management will discuss other options if applicable.

Absence Management will provide employee with their FMLA rights and responsibilities as well as any request for certification.

Certification is not requested

Certification  
Requested

Employee must provide a completed certification to Absence Management within 15 calendar days.

Absence Management must notify employee whether their leave has been designated as FMLA within five business days.

Not Designated

Designated

The employee's leave is not FMLA-protected. (Employee may request leave again in the future)

Employee's leave is FMLA-protected

When the employee returns to work, the University must return the employee to the same or nearly identical job.