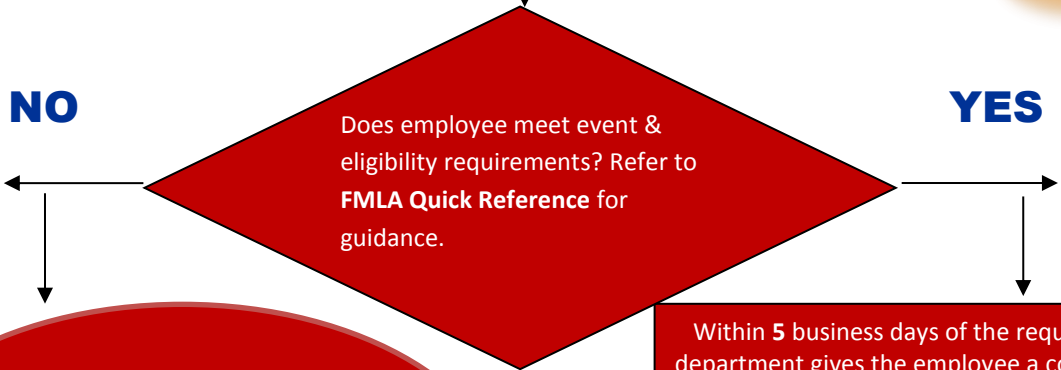


# Family Medical Leave Process Flow Chart

*Responsibilities*  
**Grey = Employee**  
**Red = Department**

Employee completes Employee Request for Family and Medical Leave Form 30 days prior to leave or as soon as possible if it is unforeseen and submits to supervisor.



Within 5 business days of the request, the Department gives the employee a completed Notice of Eligibility Rights and Responsibilities Form advising him/her that FMLA is not applicable and discusses other options, if available.

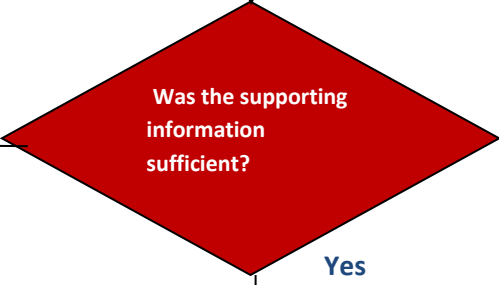
Within 5 business days of the request, the department gives the employee a completed Notice of Eligibility & Rights and Responsibilities Form:

- Asking for any additional missing information **OR**
- Indicate no additional information is needed; *If medical certification form was provided with the request, proceed to decision box*

Employee provides supporting documentation/certification within 15 calendar days of request.

Employee provides supporting documentation/certification within 7 calendar days of request.

Department provides the employee with updated information on the Designation Form to indicate that the information is insufficient and gives the employee another 7 calendar days to provide sufficient information.



Department begins to calculate leave entitlement by using the FMLA Event, Eligibility, & Entitlement Calculator and refer to FMLA Assessment and Tracking Log.

To approve the FMLA request, Department will :

- Provide employee with Designation Notice within 5 business days
- IF unpaid FMLA , submit an ePAN to HR
- Use FMLA Tracking Log