

Family Medical Leave Act Procedures

Corresponding Policy Title: Family Medical Leave Policy

Effective: March 2018

Procedure Owner: HR Benefits

Last Updated: March 2018

Related Policies:

Responsible University Department:
Payroll Benefits and Records

Forms: link to form(s) related to procedure

Procedure Contact:
Executive Director, Payroll, Benefits and Records

I. Procedures

Requesting FMLA

- Employee notifies Supervisor and/or HR Liaison in the department of their request for FMLA leave.
- HR Liaison provides the employee with the “Notice of Rights and responsibilities” and the “Medical Certification form”.
- Employee requests completion of the medical certification form from their physician.
- If employee is requesting FMLA for an eligible family member, employee submits medical certification form to family member’s physician for completion.
- Employee or physician returns the medical certification form to Auburn University Benefits Coordinator in Human Resources within 15 days of FMLA request.

Approval and Designation of FMLA

- Benefits Coordinator certifies the FMLA leave or requests additional information if needed.
- Benefits Coordinator notifies department HR Liaison of approval and amount of time approved for FMLA by copy of Designation Notice.
- Benefits Coordinator sends Designation Notice to employee notifying FMLA approval.
- If FMLA is designated for the entire 12 weeks, Benefit Coordinator notifies the employee by letter to indicate the end date of the approved FMLA leave.

Tracking of FMLA

- Employee is responsible for letting HR Liaison/Timekeeper know which FMLA earn code to use to ensure the correct FMLA time is entered.
- HR Liaison/Timekeeper enters time for employee on FMLA leave in Kronos.

- FMLA-sick, FMLA-vacation, or FMLA-no pay are earn code options for FMLA leave in Kronos.

Recertification

- All intermittent leave will be approved for up to six months at a time.
- After the initial six months ends, the employee is responsible for notifying HR Liaison or Benefits Coordinator in Human Resources of request for recertification of intermittent leave.
- Employee is responsible for notifying HR Liaison or Benefits Coordinator in Human Resources of request for FMLA extension at which point:
- HR liaison or Benefits Coordinator provides employee with a new medical certification form for the employee to have completed by physician and returned to the Benefits Coordinator in Human Resources.
- Benefits Coordinator recertifies the FMLA leave and completes and sends the medical designation notice to the department and to the employee.

Return to Work Status after FMLA leave

Employee must submit a return to work notice from the treating physician to HR Liaison before being allowed to return to work. The HR Liaison will submit a copy of the return to work documentation to the Benefits Coordinator.

II. Forms

Certification of Health Care Provider for Employee's <https://www.dol.gov/whd/forms/WH-380-E.pdf>

Certification of Health Care Provider for Family Member <https://www.dol.gov/whd/forms/WH-380-f.pdf#WH380F>

Notice of Eligibility and Rights and Responsibilities <https://www.dol.gov/whd/forms/WH-381.pdf#WH381>

Employee Rights and Responsibilities under FMLA

Action	Forms
Apply for FMLA due to Employee's Serious Health Condition	WH380E HR8
Apply for FMLA due to Family Member's Serious Health Condition	WH380F HR8
Apply for Military Family Leave based on addressing certain Qualifying Exigencies of a family member in the National Guard or Reserves who is on active duty or is called to active duty.	WH384 HR8

Apply for Military Family Leave for employee who is the spouse, child, parent, or Next-of-kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.	WH385 HR8
Apply for Military Family Leave for an employee who is the spouse, son, daughter, parent, or Next-of-kin of a covered veteran with a serious injury or illness.	WH385V HR8