# **'FMLA**Matters'

### **Employee Responsibilities**

Notify manager of the need for leave

Notify Manager of event when calling in absences

Provide Medical Documentation to Human Resources within 15 days of notification of leave

No longer has a need for leave, reports RTW to Human Resources and Manager

Provide medical release to Human Resources and returns to work

## **Manager Responsibilities**

Receives call and contact Human Resources of FMLA event occurring

# FMLA Responsibility Breakdown

#### **Human Resource Responsibilities**

OR

OR

Verify Eligibility and send eligibility notice within 5 days

Send FMLA denial with a 7 day appeal. Send denial letter after appeal period.

Remove FMLA time and reapply it using company attendance policy

Calculate leave based on policy and regulations

Track and monitor FMLA time taken.
If FMLA use inconsistent request second opinion

Receive employee medical release and files / stores all documents related to leave

Ensure all time is properly recorded in HRIS and adjusts benefits and pay accordingly

Remind employee to send completed paperwork

Send notice of rights and responsibilities within 5 days

Request medical documentation from employee and provides 15 day due date

Issue Designation notice within 5 days of receiving paperwork

Send recertification document if FMLA time frame is up or leave need changes

FMLA Exhausts and notification of exhaust is mailed to employee

Administrative Services FMLAMatters Offers

