

FAMILY MEDICAL LEAVE PROCEDURES

This information is only a general summary of the steps to follow for Tuskegee University employees, when considering a request or need for Family and Medical Leave.

A person makes a request for FMLA. Follow the steps noted below:

Determine Eligibility

1. Review the qualifying criteria.
 - a. Must have worked one year or 1250 hours
 - b. Must have a serious medical condition.
 - c. Review the two types of leave: Intermittent, and consecutive leave
2. Review the documentation requirements.
 - a. The FMLA guidelines
 - b. The certification document
 - c. Employee Responsibility

Determine Qualifying Reason(s)

3. Review qualifying reasons
 - a. Birth of a child
 - b. Adoption
 - c. Care for self and/or family member (spouse, child, partner's child under 18, or the employee's parent)
 - d. Active duty or call to active duty status.

Consecutive Leave Process

4. Issue a tentative approval letter disclosing the request date. Reiterate the need to have the certification documents submitted within 15 days of request.
 - Notify the manager/supervisor of the Family Medical Leave request status.
5. Upon receipt of the certification document, manage the medical absence by documenting missed days on the Leave Tracking form.
 - Notify the department Manager of the approval including leave date(s).
6. Upon receipt of the Certification documents, review to ensure full completion.
 - The Approval Letter should be issued within three (3) days of receipt of the Medical Certification document.
7. If certification document is complete, issue an approval letter.
 - Notify the supervisor and communicate the time the employee is expected to be out.
 - Prior to the expected return to work date, contact the employee to confirm the return to work date. If the date has been extended, a statement is required.

Intermittent Leave

1. If the request is for Intermittent Leave, complete the process by reviewing the qualifying criteria from number 1 & 2 under Determine Eligibility.
 - a. Issue a conditional letter disclosing the specifics of the intermittent FMLA leave request.

2. If the certification document is not complete, issue an extension letter and request more information.
3. Employee must report all FMLA leave absences to Human Resources. This requirement does not excuse the employee from reporting his absence according to his departmental operating procedures.
4. Upon receipt of the certification document, manage the medical absence by documenting missed days on the Leave Tracking form.
5. Upon receipt of medical certification document, review and determine the “time away” . These are the approved dates of absence based on the medical certification.
6. Sick and Vacation leave will be used while on leave, as applicable.
7. Completed the FMLA approval document.
 - a. Send notification to the department regarding the EE’s absence (EE’s supervisor)
8. Upon return
 - a. Employee must provide a Return-to-Work release form signed by the health care provider before employee is allowed back to work.
 - b. The form will be verified by the Human Resource Director with provider
 - c. Complete the close out letter.

Leave of Absence can be denied if:

The request for Family Medical Leave benefits may be denied for several reasons:

- a. The reason is not a qualifying reason or the employee does not meet eligibility requirements.
- b. Medical certification document not returned.
- c. Falsification of the Medical Certification or Return-to-Work Release documents.
***This list is not all inclusive.**
- d. A Leave of Absence Denied portion of the FMLA Leave Notice of Designation, Request and Approval will be noted.
- e. Employee work time will be tracked until the 1250 hours are met.

All FMLA related documentation must be maintained with the Human Resources Department in a separate filing from other personnel files.

Documents are scanned in the designated file on the Z:Drive under the Benefits Folder/FMLA.

All FMLA approvals require the HR Director’s preview before issuing to Employee.

Leave Exhausted:

- Prior to leave balances expiring consultation with the HR Director is required.