



OFFICE OF HUMAN RESOURCES

Supervisor's Response to Employee Request for Family and Medical Leave Act (FMLA) Leave

1. Employee notifies you that she will need to request FMLA Leave for one of the following Qualifying Events:
 - a. Illness of self or a family member (See definitions of family member)
 - b. Birth of a child
 - c. Placement of a child through adoption or a foster care placement program
 - d. Care of a family member that is an ill or injured service member
 - e. Qualifying exigency arising out of the fact that a family member in on active duty or has been notified of an impending call to active duty status in support of a contingency operation
2. Advise employee to contact the Office of Human Resources, if they have not already, for the request and the research of eligibility. Notify your Supervisor of the pending request for FMLA Leave.
3. The FMLA Review Committee determines and notifies the employee, supervisor and leave specialist if the employee is eligible for FMLA leave
4. The appropriate Leave Form is completed. The original is forwarded to the Payroll Office, a copy is forwarded to the Office of Human Resources and a copy is kept in the employee's departmental file. If the FMLA Leave is intermittent, ensure that the HRAB gets a copy of all leave forms.
5. The doctor's release back to work is forwarded to the Office of Human Resources a copy is kept in the employee's departmental file.

NOTE: Family and Medical Leave Act Leave runs concurrently for all employees on extended Workman's Compensation Leave

Intermittent - FMLA leave that is used in small blocks of time (hours, days, weeks) which total 12 weeks rather than 12 consecutive weeks. Increments shall not be smaller than a half an hour