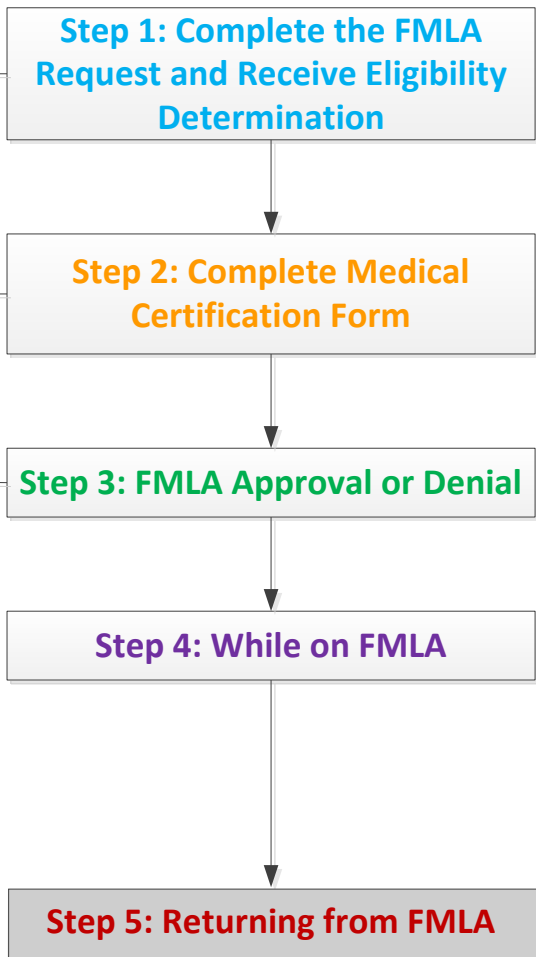


# Family Medical Leave Act (FMLA): Quick Reference Guide

Application Process



- The employee may submit the FMLA Request on the FMLA website.
- HR determines whether the employee is eligible for FMLA based on 1250 service hours and 52 weeks of service.
- HR determines the amount of time the employee has available under FMLA based on any previous FMLA used within the past 12 months.
- If eligible, HR will send an eligibility notice and medical certification form to the employee and manager to complete Step 2 of the application process.

- The employee gives the medical certification to their healthcare provider to complete and authorize.
- The healthcare provider submits the medical certification to FMLA Processing Team.
- FMLA Processing Team will review the medical certification to make a medical leave determination.

- If the employee is eligible (Step 1) and has an approved medical leave determination (Step 2), the employee and manager will receive an email and approval letter from HR.
- If the FMLA request is denied, the employee will be notified by HR and informed of any other options that may be available.

- If the employee is on intermittent leave, the employee must designate their time as FMLA each time when calling out.
- If non-exempt, the employee should indicate their use of time-off accruals for dates used for FMLA on their in Kronos.
- If exempt, the employee should indicate their use of time-off accruals for dates used for FMLA and check the FMLA utilization box.
- The manager tracks the employee's FMLA utilization in Kronos.

### FMLA Contacts:

**FMLA Coordinator-615-322-7441 FMLA**

**Fax- 615-343-2176 Employee Service**

**Center-615-343-7000**

**HR consultant: <http://hr.mc.vanderbilt.edu/sdt/>**

- The employee should contact their supervisor at least a week in advance to provide their medical release to return to work and the date of return.
- If on a continuous leave, the employee should have their healthcare provider complete their Release to Return to work form and submit it to FMLA Processing.
- If the employee has work restrictions, contact HR (Employee Relations) for further assistance.
- If an employee needs additional leave time and has FMLA time available, they should contact their healthcare provider to request an extension of the leave. If the employee has exhausted their FMLA leave, the employee will need to complete the Medical Leave Request Form for Medical Non-FMLA leave.

