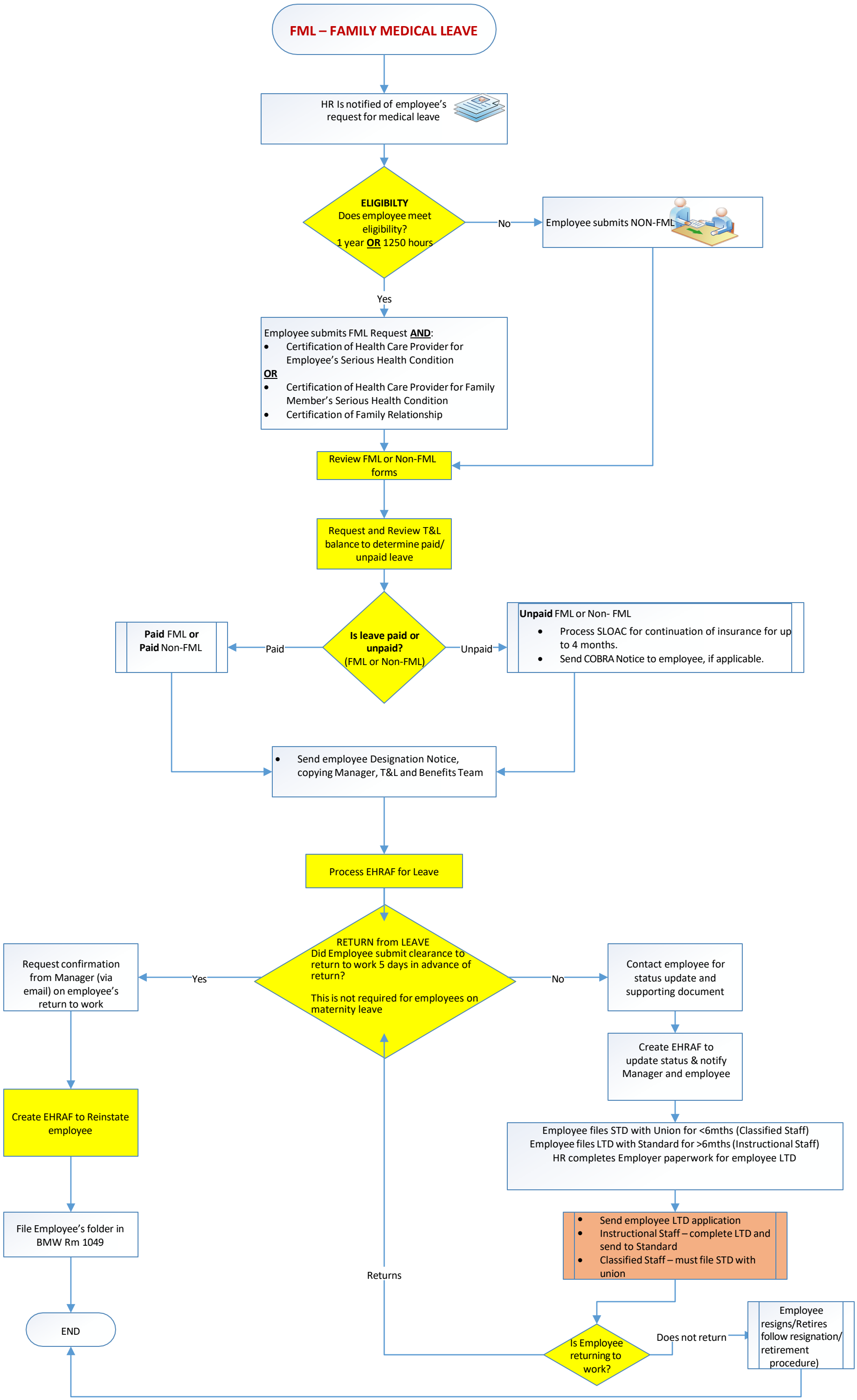
FML – FAMILY MEDICAL LEAVE
HR Is notified of employee's request for medical leave
ELIGIBILTY
Does employee meet eligibility?
1 year OR 1250 hours
No
Employee submits NON-FML
Yes
Employee submits FML Request AND:
• Certification of Health Care Provider for Employee's Serious Health Condition
OR
• Certification of Health Care Provider for Family Member's Serious Health Condition
• Certification of Family Relationship
Review FML or Non-FML forms
Request and Review T&L balance to determine paid/ unpaid leave
Is leave paid or unpaid?
(FML or Non-FML)
Paid
Paid FML or Paid Non-FML
Unpaid
Unpaid FML or Non- FML
• Process SLOAC for continuation of insurance for up to 4 months.
• Send COBRA Notice to employee, if applicable.
• Send employee Designation Notice, copying Manager, T&L and Benefits Team
Process EHRAF for Leave
RETURN from LEAVE
Did Employee submit clearance to return to work 5 days in advance of return?
This is not required for employees on maternity leave
Yes
Request confirmation from Manager (via email) on employee's return to work
Create EHRAF to Reinstate employee
File Employee's folder in BMW Rm 1049
END
No
Contact employee for status update and supporting document
Create EHRAF to update status & notify Manager and employee
Employee files STD with Union for <6mths (Classified Staff)
Employee files LTD with Standard for >6mths (Instructional Staff)
HR completes Employer paperwork for employee LTD
• Send employee LTD application
• Instructional Staff – complete LTD and send to Standard
• Classified Staff – must file STD with union
Returns
Is Employee returning to work?
Does not return
Employee resigns/Retires follow resignation/ retirement procedure)