Understanding the Family Medical Leave Act (FMLA) Process

1. Employee submits LeaveTraq entry and marks FMLA OR the employer learns the employee’s leave may be for an FMLA qualifying reason.

2. HR determines if the employee is eligible. If absence is not an FMLA-qualifying reason, employee records leave properly and process ends.

3. HR provides Notice of Eligibility and Rights & Responsibility and informs the employee that a Certification will be required within 15 days.

4. HR grants or denies the leave request and provides Designation Notice to the employee.

5. HR maintains the employer contribution for Health Benefits during the leave absence.

6. Restore the employee to the same or an equivalent position at the end of the leave.

7. Employee is responsible for submitting leave in LeaveTraq, HR maintains FMLA records properly.