FMLA Process Steps

1. Employee (or supervisor) notifies HR by sending the FMLA request form to hr-leave@wright.edu that an employee has been out for more than 3 consecutive days, requires an intermittent leave or a reduced work schedule.

2. Within 5 business days of the request, HR responds to employee, supervisor and business manager with the deadline of when physician documentation must be submitted. HR informs and refers parties the www.wright.edu/hr to obtain information regarding the FMLA process and the forms needed:
   - Process Steps for FMLA
   - Definitions for FMLA
   - FMLA Request Form
   - FMLA Notice of Eligibility and Rights and Responsibilities
   - FMLA Physician Certification
   - Unum STD Application (if applicable)
   - Paid Parental Leave (if applicable)
   - Return to Work Certification (if applicable)

3. Within 15 calendar days of the request, the employee or physician must provide a completed FMLA physician certification to Human Resources for review. This can be provided through fax, filelocker or dropped off in the Human Resources office.

4. Within 5 business days of the receipt of the FMLA physician certification, Human Resources will provide a notification on the status of the request:
   - If denied – HR notifies employee, supervisor, and business manager that the physician documentation is insufficient, incomplete or not received and allow updates to the certification for up to 7 calendar days from the date of the letter.
     1. If documentation is not received by the 7th calendar day, The request will be denied and a new request form and physician certification will be required to initiate the FMLA process.
   - If approved - HR notifies the supervisor, employee and business manager of when/how they are to complete leave reports or timesheets and if the length or frequency of time off required for the condition changes.
     1. An employee who is out on intermittent leave, the supervisor needs to monitor the FMLA hours used and if the absences are greater than what was initially indicated then they should contact HR. In this instance, HR will send a request for re-certification as the conditions originally outlined in the physician certification for FMLA have changed. If the employee is out intermittently then the supervisor and employee need to ensure that HR is provided dates of those absences so the FMLA hours can be recorded accurately.
     2. If the employee is using their paid leave balances concurrently with FMLA, the employee will need to ensure they complete their timesheet or leave report (whichever applies) and enter the respective paid leave hours as well as document the FMLA hours within the comment section of the time records.

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3. If the employee is having their income replaced by STD, then HR must request a Personnel Action Form (PAF) to place the employee on an inactive pay status until their physician certifies them to return to work.

5. If the employee is applying for STD during FMLA or after exhaustion of paid leave hours (sick, vacation and comp time), and approved by Unum, HR will send the employee and supervisor notifications of approval as they are received.

6. If the employee is requesting parental leave during FMLA, eligibility is reviewed and if approved will run concurrently with the FMLA hours.

7. Prior to the employee returning to work, **at least 2 business days ahead**, the employee must provide HR with a copy of the return to work certification completed by the attending physician. The form can be found on the HR website. This return to work certification has to be approved by HR **prior** to the return otherwise the return date could be delayed. If the certification requires restrictions, then the supervisor will assess the accommodation parameters. The supervisor should not allow the employee to work without a sufficient return to work certification, as this could be a liability to the University.