The FMLA Leave Process

This flowchart provides general information to walk you through your initial request for FMLA leave step by step, and help you navigate the

sometimes complicated FMLA process. YOUR RESPONSIBILITY Please note, it is ESSENTIAL for you to be familiar YOUR EMPLOYER'S RESPONSIBILITY with your employer's leave policy. There are several instances throughout the FMLA leave process where you will need to comply with BOTH the FMLA regulations AND STEP 3 **STOP** your employer's leave policy. You must Your leave is not provide a FMLA-protected completed (You may request certification to leave again in the your employer future.) within 15 CERTIFICATION NOT DESIGNATED calendar days REQUESTED Your employer Please see page 12 *must* provide you with your FMLA rights and responsibilities, ___ STEP 4 STEP 5 STEP 6 as well as any Your employer Your leave *is* When you request for **must** notify you FMLA-protected return to work, certification whether your your employer (There are employee Please see page 8 leave has been *must* return you responsibilities CERTIFICATION designated as while out on to your same or ○ DESIGNATED → **REQUESTED** FMLA within five FMLA leave.) nearly identical business days Please see page 8 job **ELIGIBLE START HERE** Please see page 8 Please see page 14 STEP 1 STEP 2 STOP Your leave *is not* **You must** notify Your employer your employer **must** notify FMLA-protected when you know you whether (You may request NOT you need leave 🗪 leave again in the you are eligible \bigcirc ELIGIBLE future. Employee for FMLA leave Please see page 7 eligibility can within five change.) business days Please see page 8