

FMLA PROCESS

CONDENSED

Step 1 - 2

- Identifies the possible need for FMLA
- Refers employee to FMLA Specialist

HR
LIAISON

FMLA
SPECIALIST

Step 3-7

- Verifies Eligibility for FMLA
- Completes all WH documents with employee
- Sends Liaison the FMLA time tracker
- Uploads all documents into ImageNow

Step 8 -9

- Tracks and reports FMLA hours used each pay period to FMLA specialist
- Notifies FMLA Specialist when employee has 80 hours of FMLA remaining

HR
LIAISON

FMLA
SPECIALIST

Step 10

- Verifies remaining hours and formally notifies employee and supervisor

Step 11

- Notifies FMLA Specialist when FMLA is exhausted and if employee has returned

HR
LIAISON

FMLA
SPECIALIST

Step 12 - 13

- Notify employee of FMLA exhaustion
- If employee has returned, FMLA process ends
- If employee has not returned, will make appropriate referrals for department