

**FMLA PROCESS- ALL EMPLOYEE TYPES**

- Extension HR (EHR) becomes aware that an employee is in need of leave either through the employee directly or through other means.
- EHR will direct them to Leave Advisor, based on their last name (A-L: Beth Tominski; M-Z: Sheila Chorey) or, if the employee is unable to contact the Leave Advisor directly, EHR will request necessary paperwork to be sent to the employee.
- Leave Advisor will determine if employee is eligible for FMLA or not.
  - If not, and the requested leave is for an employee's personal medical reason, then this is considered a Department Approved Medical Leave and the Leave Advisor will send Medical Leave Request paperwork- see additional instructions on Medical Leaves below.
  - If eligible for FMLA, Advisor will send Provisional Approval, and FMLA paperwork the employee needs to have completed by the treating physician. This paperwork will help the Leave Advisor determine if the employee's event qualifies for FMLA.
  - It is the responsibility of the employee to ensure their physician returns the paperwork to the Leave Advisor within the 15 allotted days or notify the Leave Advisor that additional time is needed. Failure to do so may result in denial of FMLA.
- Once Leave Advisor receives paperwork from the physician, they will send the approval notice to employee, supervisor and EHR.
- EHR will then send "standard emails" with information and instructions to appropriate individuals for notification.
  - i.e. supervisor, District Director, Fiscal Officer and cc' employee
- EHR also ensures leave has been entered into the system, either as a Leave of Absence (LOA) or time in EBS.
- The employee is responsible for ensuring that their time is entered into EBS for leaves up to 10 days.
- It is the responsibility of the supervisor to ensure the time in EBS has been approved.
- Employees are responsible for providing a release to work to the leave advisor if the leave was consecutive for more than 10 days and related to their own medical condition.
  - Failure to present a release to work may result in delay in pay.
  - If an employee has restrictions upon returning to work and the leave was less than 10-days the employee must provide a release to work with the restrictions listed to Extension Human Resources.
- EHR will monitor the dates of the leave and ensure that notice goes out when employee returns (with or without restrictions), if the leave is extended, and/or any other information.
- Supervisors should also have a general idea of when the employee plans to return. Dates may change from what the approval states and supervisors may need to reach out to confirm return dates, etc.

## **Medical Leaves (for individuals that do not qualify for FMLA)**

The purpose of this process is to help Extension HR determine if the Medical Leave Request shall be approved; to help EHR answer the question “would this leave be approved by the University Leave Advisor if the individual qualified for FMLA?”

### **Process:**

- Employee reaches out to EHR with leave request.
- EHR directs them to Leave Advisor.
- Leave Advisor sends the Medical/Sickness (M/S) Leave Paperwork.
- Employee is requested to return paperwork within 15 days.
- Leave Advisor will consult with the Department and return approval/denial to employee.
- If approved, EHR will process the M/S forms in EBS.

### **Non-academic Employees**

- Approval/denial letter sent to Extension HR and Supervisor from Leave Advisor to make determination if approved or not leave.
- If approved, Extension HR will process unpaid leave (and return) in EBS.