

Family and Medical Leave(FMLA) Employee Checklist

Know Your FMLA Rights

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees. Review FMLA basic entitlements to determine your eligibility:

- Employee Rights and Responsibilities
- Employee's Guide to FMLA
- Employee's Guide to Military Leave

Note: Visit our [website](#) to review and download the material listed above. You may also refer to the **Staff Handbook**.

Request for FMLA Leave

Notify your supervisor 30 days in advance of the need to take FMLA leave when it is foreseeable. When 30 days' notice is not possible, you must provide notice as soon as practical and you generally must comply with normal call-in procedures for your department.

1. Complete the FMLA Request for Leave form available on the Human Resources website.
2. Indicate the type of leave being requested
 - a. **Extended** - leave taken in full block of days or weeks
 - b. **Intermittent** – leave taken intermittently or on a reduced leave schedule when medically necessary
3. Return completed request form to your supervisor for his/her signature.
4. Submit completed form to Human Resources.

Submit Physician Medical Certification Form

Medical certification is required in order to determine if your condition is a serious health condition as defined by the FMLA.

- You must provide a completed certification to your employer within 15 calendar days following your receipt of the FMLA Notice of Eligibility from Human Resources.
- The completed medical certification should be submitted to the Human Resources office only.
- To learn more about medical certification, see page 12 of the Employee's Guide to FMLA or page 18 of the Employee's Guide to Military Leave.

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Leave Usage

FMLA is unpaid leave. The University allows the use of accrued leave (sick, vacation, and/or personal leave) or file a short term disability claim.

Accrued Leave

- Indicate on your Request for Leave Form the type of accrued leave you will use while on FMLA.
- Sick, vacation or personal leave may be used in the case of an employee's illness or for the care of an eligible family member.
- Holidays, vacation, and sick leave are not accrued during the unpaid portion of a leave of absence.

Short Term Disability

An employee receives 60% of their weekly salary up to \$1,000 per week for a short term illness. Benefits begin after the short term waiting period has been reached (14 or 29 days).

- Initiate a Short Term Disability claim by phone.
- Disability payments are based on your current plan option (1 or 2).
- You must choose to use either accrued leave or short term disability.
- Annual, sick, and/or personal leave may be used during the 14 or 29 days waiting (elimination) period.
- The use of accrued annual leave may continue while you receive short term disability payments.
- **You are not permitted to use sick or personal leave while you receive short term disability benefit payments.**

To learn more about short term disability, go to www.uah.edu/hr/benefits/insurance/short-term.

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Payroll Procedures

Arrange with your supervisor and/or Payroll to submit your timesheet.

- Continue bi-weekly online submission via [myUAH](#) or
- Submit paper timesheet(s) in advance of your FML to Payroll Services
- If your leave is more 30 days and without pay, your department should submit a leave ePAF.
- If you use short term disability, please submit a timesheet effective after your elimination period has ended indicating without (docked) pay.

Intermittent FMLA

If you have requested and are approved for Intermittent FML, you must submit a monthly timesheet to track the FML hours used.

This form requires your supervisor's approval and should be completed in addition to your WTE payroll timesheet.

Return To Work

You will be required to present a fitness-for-duty certificate or work release from your physician prior to your scheduled return to work date.

- [Notify your supervisor](#)
- [Notify Human Resources](#)
- [Notify Short Term Disability Vendor, if applicable](#)

Additional Resources

Call Human Resources at 256.824.6892

Visit our [FMLA website](#) to learn more about your rights and responsibilities while on leave.

Visit the [Department of Labor](#) online.