# 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.

Complete the FMLA Request for Leave form available on the Human Resources website.

Indicate the type of leave being requested:

- **Extended** - leave taken in full block of days or weeks
- **Intermittent** - leave taken intermittently or on a reduced leave schedule when medically necessary

Return completed request form to your supervisor for his/her signature.

Submit completed form to Human Resources.

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.

## Leave Usage
FML is unpaid leave. Thus, the University allows or may require the use of accrued leave (sick, vacation, and/or personal leave) that is applied concurrently with FML.

Employees enrolled in Short Term Disability may submit a claim. You must choose to use either accrued leave or short term disability.

The use of accrued leave or Short Term Disability works concurrently with FML.

## Accrued Leave
Indicate on your Request for Leave Form the type of accrued leave you will use while on FML.
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| **Short Term Disability** | 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. 
Complete Short Term Disability claim form. Disability payments are based on your current plan option. To learn more, [click here](#). You must choose to use either accrued leave or short term disability. You cannot be paid for both for the duration of your FML. Accrued leave may be used up to the 14 or 29 days elimination period. Upon approval of your claim for disability, the use of accrued annual leave may continue. |
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| **Payroll Procedures** | Arrange with your supervisor and/or Payroll to submit your timesheet.  
➡ Continue bi-weekly online submission via [register.uah.edu](http://register.uah.edu) or submit paper timesheet(s) to Payroll Services in advance of your FML  
➡ If your leave is more than 30 days and without pay, your department should submit leave without pay ePAF  
➡ If you use short term disability, please submit a timesheet effective after your elimination period has ended indicating without (dock) pay |
| **Intermittent FML Timesheet** | If you have requested and are approved for Intermittent FML, you must submit a monthly timesheet to track the FML hours used  
Complete this form with your supervisor’s approval concurrently or 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 |