FMLA and/or OFLA Process Overview

REQUEST LEAVE

NOTIFICATION
Employee or supervisor notifies HR of leave request

LEAVE PACKET
HR mails Protected Leave Request (PLR) packet, including instructions, to employee's home address and notifies supervisor

Employee completes PLR, sends to supervisor for signature

Supervisor signs PLR, sends to HR

QUALIFICATIONS
HR assesses minimum qualifications, notifies employee and supervisor within 5 business days

MEDICAL CERTIFICATION
Employee sends Medical Certification Form to healthcare provider for completion

Healthcare Provider completes and submits Medical Certification Form to HR

Employee is responsible for ensuring certification is submitted to HR within 15 business days.

ELIGIBILTY
HR determines eligibility based on medical certification, notifies employee and supervisor

ON LEAVE

Continuous Leave
single block of time off work

Employee remains in contact with HR and supervisor regarding any changes to leave status and/or return to work

Intermittent Leave
combination of work and time off
WITH RESTRICTIONS

NO → Employee follows departmental call-in procedures and schedules absences in advance, when possible, with supervisor

YES → HR notifies supervisor of restrictions noted in Medical Certification → Supervisor determines if restrictions can be accommodated or contacts HR for assistance → Employee follows departmental call-in procedures and schedules absences in advance, when possible, with supervisor

PAID LEAVE
Employee communicates with supervisor regarding use of accrued paid leave

LEAVE REPORT
Supervisor/Dept. Payroll Admin. reports leave usage during monthly payroll time entry or notifies Payroll if employee is on leave without pay

ATTENDANCE RECORD
Employee records absences accurately on FMLA/OFLA Attendance Record, submits to supervisor for signature on a monthly basis

Supervisor sends signed Attendance Record to HR

Attendance Record tracks FMLA/OFLA hours used HR notifies employee and supervisor when 100 hours or less of protected leave remain

LEAVE ENDS

STATUS REPORT
Employee must obtain a complete Employee Status Report from healthcare provider and submit to HR at least 2 days prior to returning to work

LEAVE ENDS
HR notifies supervisor of return to work status

Employee returns to work, file closed

OR

Employee exhausts FMLA/OFLA leave, referred for ADA review

Color Key
Employee
Human Resources (HR)
Supervisor
Medical Provider