FML Application Process

1. **Supervisor** learns or suspects an employee has a serious health condition or qualifying family event, and notifies DHFS HR/Payroll.

   Submit an HR ticket on the first day you become aware of a potential need for FML.

   Do not ask for specific medical information.

   If you have no knowledge of the situation, put in a ticket when the employee calls in sick for the third day in a row.

   If the employee volunteers information that leads you to believe they may have a need for FML, put in a ticket on day one.

2. **DHFS HR/Payroll** contacts HRS Leave Management. **HRS** checks initial eligibility and sends the official FML application packet to the employee.

   By law, this must occur within a certain time frame. We must notify HRS within 3 days of the onset of a need for FML.

   Supervisors should not provide the forms to the employee.

3. **Employee and Healthcare Provider** complete the application.

   The employee fills out the Request for Family and Medical Leave and the employee section of the Certification of Healthcare Provider (CHP).

   The employee’s doctor or other healthcare professional completes the rest of the CHP.

4. **Employee** returns the completed forms to HRS Leave Management.

   DHFS HR/Payroll can help facilitate communication between the employee and HRS if the employee wishes.

5. **HRS** reviews the completed application and sends a letter to the employee communicating their decision.

   If approved, this letter also indicates the dates and hours covered.

   HRS adds sufficient FML hours to the employee’s leave balance.

   **Extensions:** An employee who is not able to return to work at the end of the FML period may be able to apply for an extension—if the employee has not already received the maximum FML award (480 hrs). The employee should contact HRS Leave Management before the end of the FML period and provide updated documentation from the healthcare provider.

7. **Supervisor** ensures that the absent time is recorded correctly on the employee’s timesheet.

   Only absences during the FML coverage period AND for the covered condition should be recorded using FML.

   DHFS HR/Payroll also tracks the dates of FML coverage.

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For additional information, contact DHFS HR/Payroll