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Family Medical Leave Request Instructions for Department FMLA Representative

Different situations arise, based on who and when an employee notifies they are experiencing an FMLA situation. Please follow the instructions below, depending on the circumstances.

Employee notifies their Department Rep in advance:

- Dept. Rep. completes the Notice of Eligibility & Rights and Responsibilities and gives original to the employee and a copy is sent to Coordinator.
- Employee is provided the appropriate Certification of Health Care Provider (COP).
- Employee is provided the FMLA mini poster and call-in procedures for their department.
- Coordinator will anticipate receiving the COP and will complete the Designation Notice, sending the original to the employee, and a copy to the Dept. Rep. If Rep. receives the COP from the employee, it should be forwarded to the Coordinator immediately.
- If the COP is not received, Coordinator will reach out to the employee to determine the reason and will communicate with the Dept. Rep. as to the status.

Employee notifies Coordinator in advance:

- Coordinator completes the Notice of Eligibility & Rights and Responsibilities and gives original to the employee and a copy is sent to the Dept. Rep.
- Employee is provided the appropriate Certification of Health Care Provider (COP).
- Employee is provided the FMLA mini poster.
- Coordinator will anticipate receiving the COP and will complete the Designation Notice, sending the original to the employee, and a copy to the Dept. Rep., who should then send the department call-in procedures to the employee.
- If the COP is not received, Coordinator will reach out to the employee to determine the reason and will communicate with the Dept. Rep. as to the status.

Employee does not notify either Dept. Rep or Coordinator in advance:

If any emp is 'no show' for 3 consecutive days, Dept. Rep. should notify Coordinator, who will try to communicate with the employee. If it is determined the situation is or may be FMLA related:

- Coordinator completes Notice of Eligibility & Rights and Responsibilities based on any available information, sends original to the employee and a copy to the Dept. Rep.
- Employee is provided the appropriate Certification of Health Care Provider (COP).
- Employee is provided the FMLA mini poster.
- Coordinator will anticipate receiving the COP and will complete the Designation Notice, sending the original to the employee, and a copy to the Dept. Rep.
- If the COP is not received, Coordinator will reach out to the employee to determine the reason and will communicate with the Dept. Rep. as to the status.

Anytime any employee informs a Dept. Rep of potential Military Family Leave, the employee should be referred to the Coordinator immediately as these rare cases have specific rules.