



The Family and Medical Leave Act (FMLA)

The federal Family and Medical Leave Act entitles eligible employees of covered employers to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. View [FMLA information](#) and guidance for the steps referenced below. Human Resources FMLA coordinators will assist.

Employee Responsibilities

To take advantage of the federal Family and Medical Leave Act, you must:

- Complete and submit a **Request for Family and Medical Leave** in a timely fashion.
- Complete the Department of Labor **Certification of Health Care Provider** form.
- Submit forms to supervisor **30 days in advance** of planned medical treatment or birth/adoption of a child, or as soon as possible (within 15 days) for emergency situations.
- Use the FMLA form to provide updates every 30 days, if applicable.
- Notify supervisor, in writing, prior to the expiration of the leave, if the employee will not return to work.
- Report medical status and intent to return to work to supervisor and FMLA coordinator at reasonable intervals.
- Provide physician or provider's **Return to Work Release**.
- Complete a **Request for Leave Form** (UPO -15 or HRM-64) form every two weeks and submit it to department time keeper and FMLA coordinator.
- Add newborn, if desired, to health insurance within 30 days from the date of birth. Contact a benefits coordinator at 855-735-7680 or hrbenefits@untsystem.edu.
- Contact the FMLA coordinator if delivery date and return date change.

Supervisor Responsibilities

- A supervisor may notify Human Resources FMLA coordinators if an employee has not requested FMLA and the supervisor, based on available information, believes the employee might qualify.
- The supervisor should notify coordinators if an employee's situation changes and forward related correspondence to benefits coordinator.
- The supervisor confirms all leave that is related to Family and Medical Leave.
- The supervisor contacts the Family and Medical Leave coordinator with employee's return date.
- The supervisor forwards the health provider's return to work certification to Family and Medical Leave coordinator.

Human Resources Responsibility

- Determine employee's eligibility.
- Provide employee with necessary forms.
- Communicate with the supervisor and the employee.
- Coordinate with department employee FMLA hours used.
- Retain records of FMLA dates and requests for three (3) years.