

FMLA PACKET and INSTRUCTIONS

Please read this entire cover sheet. In order to fulfill the requirements for FMLA leave, you must:

1. Sign and date the attached Employee Notice of FMLA Leave form before using FMLA leave. You cannot designate leave as FMLA after the fact. **RETURN TO:** Your supervisor or manager (within 2 days)
2. Thoroughly read and sign the **FMLA Notice to Employee and Employee Acknowledgment** form. **RETURN TO:** Your supervisor or manager (within 2 days)
3. Ask your supervisor the schedule on which you are to contact him/her during your absence. This contact is to keep your supervisor apprised of your condition and anticipated return to work. Put that information on the form. (#7.)
4. If you have questions as to whether or not an illness or injury qualifies as FMLA, read the “Definition of Serious Health Condition” (attached.)
5. Complete and sign the upper portion of the **Certification of Health Care Provider**. Have your physician complete the lower portion (Be sure the physician receives page entitled **Definition of Serious Health Condition**.) This form is not necessary for leave taken for the birth or adoption of a child. **RETURN (at earliest possible date) TO:**
FMLA Compliance Officer
CONFIDENTIAL
Human Resources, East Building

If you fail to provide this certification, FMLA leave could be denied.

6. If your leave was for your own serious illness:
Have your physician complete the **Fitness for Duty Certification** just before you return to work. This form must be completed in full and turned into your supervisor upon your return to work or you will not be reinstated. The **Fitness for Duty Certification** is required only for Continuous leave.
7. If your leave is “Intermittent,” each time you use FMLA intermittent leave for the event for which you are certified, you must specify to your department that the leave is FMLA. Recertification may be required every 30 days while on intermittent leave.
8. The Unified Government utilizes the rolling year method for determining the 12-month period for which FMLA entitlements are calculated.