

FMLA / NON-FMLA LEAVE INSTRUCTIONS

FMLA Eligibility: Any University of Toledo employee working for the UT for more than 12 months and at least 1250 hours. For any serious medical condition lasting more than 3 days, either for the employee themselves or child, parent or spouse, maternity/paternity, adoption or foster care, or any military leave or care for an injured service member. All medical leaves must start with FMLA Source, including maternity and military leaves.

FMLA application: Go to www.myUT.utoledo.edu -> login -> "Employee" tab -> "Other HR Information" block look for "Application for FMLA Leave" or you can go directly to FMLA Source website www.fmlasource.com -> If you never used this website before, you will have to register using your Rocket Number and Home Zip Code -> Request New Leave -> FMLA Source will email you Medical Certification to your UT email -> completed medical paperwork has to be sent back to FMLA Source within 15 days. FMLA Source contacts and fax info are provided at the end of the medical form.

Please note, FMLA and non-FMLA leaves are unpaid. If an employee has PTO (Paid Time Off like sick and vacation), they will get paid out of PTO.

Please remember, that continuous leave will be reported automatically. Employees must report intermittent leave usage to FMLA Source in addition to department call-off procedures and reporting via API, TimeClock, or UT portal Leave Reporting Tool.

FMLA Source Customer Service:

Phone 1-833-955-3388

Fax 1-877-309-0218 or 312-660-1065

Email FMLACenter@FMLASource.com

Apply for **non-FMLA** leave if you are not eligible for FMLA, but you have a serious medical condition, or you have exhausted your FMLA yearly allowance. Non-FMLA leaves are full-time (continuous) leave only. There is no intermittent non-FMLA leave.

Non-FMLA application: Go to www.myUT.utoledo.edu -> login -> "Employee" tab -> "Other HR Information" block look for "Application for Non-FMLA Leave" -> Submit an application for a "Medical Leave" -> Certification for your doctor will be emailed to your UT email -> completed medical paperwork has to be sent to HR within 15 days. Please note, doctor's notes without applications will not be processed. Contacts and Fax info are provided at the top of the form.

The University of Toledo Human Resources

Leave of Absence Office

Phone 419-530-4747 Option #2 Fax 419-530-1492

Email LeaveOfAbsence@utoledo.edu

For more information, video and step-by-step instructions, Q&A, etc please visit UToledo Leave of Absence webpage here <https://www.utoledo.edu/depts/hr/total-rewards/leavesofabsence/>

Computers and assistance are available in the Human Resources Office at 2935 East Rocket Drive.

Please schedule an appointment before coming.