

# Steps to Filing for FMLA

The University of Toledo

- FMLA packets can be found on the Human Resources website: under forms then FMLA, or click on this live link <http://www.utoledo.edu/depts/hr/forms/fmla.html>. They are also available for pick up in the HR office, Suite 1100 in the "Transportation Center" Bldg on Main Campus off Dorr St.
- Use "Employee" packet when the leave is for your own illness, "Family Member" packet when applying for leave to care for a covered family member.
- The employee completes the application portion and the first box on the certification form.
- The patient's licensed Health Care Provider (HCP) completes the certification (Important that it is **completely** filled out or it may be returned for more information delaying the process).
- Once the completed forms are received in HR (**NO FAXES OR COPIES ACCEPTED, must have the actual form completed by healthcare provider**) an approval/denial letter will be mailed within 5 business days of date of receipt in HR to your work mailstop for intermittent or your home address of record for fulltime leaves.
- **MC** – Because of the importance of accurate record keeping, absence reports should be turned in at the beginning of a foreseeable fulltime leave or **must** be turned in regularly according to the absence report instructions clearly marked as "FMLA" in the "Type of Leave".
- A release from the Health Care Provider is required before returning to work (received in HR) and supervisor notified as soon as employee knows, any restrictions must be specific to determine if we can accommodate.
- Detailed information on FMLA can be found at <http://www.dol.gov/whd/fmla/> and/or the University Policy # [3364-25-30 Family and Medical Leave Act](#) .
- If unpaid leave is needed after exhausting FMLA, you must apply separately, please see applicable agreement.
- Your available accrued sick leave is applied first, should it become necessary, any vacation and/or personal, if applicable, will be used in order to compensate the employee. If comp time is available the employee must express their desire for that time to be used to HR & their department.
- If all available accrued leave is exhausted and the employee goes to unpaid time while still on leave, the employee must contact Benefits at 419-530-4747 to make arrangements for any premiums due.
- Please notice that the application has a sentence that asks if the employee wishes to keep up to 40 hours of sick and/or vacation. This is for **MC** only and is for any employee that may be low in one or both of the major available leaves and would like to save any amount up to 40 hours of either leave balance or both.
- **Forms need to be completed and turned in 30 days prior to a planned leave. For an unexpected leave, completed forms must be turned in as soon as possible, not more than 15 calendar days after the leave commences, failure to do so may cause the leaves approved start date to be delayed or denied due to untimely notice.**
- Each medical condition requires a separate certification filed, multiple FMLA's can be open at one time.
- FMLA can be full time, intermittent or reduced leave schedule. What is the difference? A fulltime leave is defined as being off work for more than 3 consecutive days for a predetermined amount of time. An intermittent leave is FMLA taken in separate blocks of time due to a single qualifying reason. A reduced leave is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. For intermittent leave or a reduced leave schedule, there must be a medical need for leave, and it must be that the medical need can best be accommodated through an intermittent or reduced leave schedule. The medical certification completed by the health care provider must address the need for intermittent or reduced leave schedule and length.
- When to reapply. If the need continues or if a chronic condition, keep your determination letter handy, this will give you the ending date of your leave. No other notice will be given of closing.
- If filing for Covered Service Member or Qualified Exigency. Contact HR – LOA – FMLA Admin.

