



Operations Manual

Program or Site: Human Resources	Effective Date: 07/26/2013
Procedure #8 FMLA Identification and reporting	Updated Last: 07/26/2013
Purpose: To establish the proper handling of FMLA designations.	

Summary:

FMLA entitles an eligible employee to a maximum of 12 workweeks (defined by the employee's regular scheduled workweek) of job-protected, unpaid leave in any 12 month period for certain family and medical reasons.

Eligibility

To be eligible for FMLA, an employee must have worked for CEO for at least 12 months and have worked for at least 1,250 hours during the 12 months prior to the date the employee is requesting leave. They must also have had either a period of incapacity of more than three calendar days or a continuing treatment plan by a healthcare provider.

Manager responsibility:

Due to these specific eligibility criteria, it is advised that any staff member that is exhibiting signs of repetitive absences due to illness for themselves or immediate family members, be referred to HR to discuss their potential eligibility and/or need for FMLA coverage. Additionally, if a staff member discloses any information that is a potential FMLA matter, the manager must refer the employee to HR for determination.

Note: An employee is not required to specifically state the words "Family and Medical Leave Act (FMLA)" for eligibility. Managers have a legal responsibility to recognize any potential FMLA matter and refer the employee to HR.

All managers must read and understand section 706 of the employee handbook for a general understanding of FMLA. Contact HR for any questions or potential matters related to FMLA.

Upon designation:

If FMLA protection is established with an eligible employee, the manager will be notified of such by HR. Physician documentation should not be requested by the manager from the employee for absences related to an established FMLA case. These matters will be handled by the HR staff should it be necessary.

If an eligible employee is using intermittent FMLA leave, all leave hours used are to be reported to HR via a leave sheet, attached to the corresponding time sheet. An ongoing tracking of FMLA hours used is kept in HR as a reference.



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If an employee who is on approved FMLA intermittent leave is requesting an unscheduled day off, the manager may ask if the absence is related to the FMLA designation to insure it is properly recorded on TS. Any attendance concerns related to the use or misuse of intermittent FMLA should be directed to the HR Coordinator.

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Purpose: (what is the purpose of this procedure?)	

Summary: