

# Family and Medical Leave Act (FMLA) – A Guide for Employees

Family and Medical Leave (FML) is “protected time” under the Family and Medical Leave Act, which means that eligible faculty or staff members on leave will **not** lose their position, suffer a demotion, or have a decrease in salary because of using Family and Medical Leave.

FMLA eligible faculty and staff may receive up to 12 weeks (proportionate to percent effort) of protected leave time each fiscal year.

Faculty and staff granted FMLA must use available paid leave benefits such as accrued sick and vacation, approved sick leave or family leave pool, etc. and possible Unpaid Time Off or Leave of Absence.

## FMLA EMPLOYEE RESPONSIBILITIES

1. Must provide 30 days advance notice of the need for Family Medical Leave or as soon as possible.
2. Complete Laserfiche [Consultation Form](#)
3. Meet with an Engineering Human Resources contact to discuss eligibility and documentation for family medical leave.
4. Notify your supervisor of your need to be absent.
5. Notify your department Leave Coordinator.
6. If eligible for FMLA, employee will return the Health Care Provider(s) certification form within 15 days to the Central FMLA contact. Paperwork should NOT be returned via email, can be faxed to 979-458-7490 or returned via Filex.
7. Engineering Human Resources will review the FMLA Request/Action Form and the Certification of Health Care provider Form(s).
8. Engineering Human Resources will notify the employee, their supervisor, and department Leave Coordinator that their FML request has either been approved or denied.
9. If the FML request is approved, the employee should review their eligible sick and vacation leave to determine if they have enough paid time to cover the period that they will be on FML.
10. Employee will be responsible for entering sick/vacation/etc. leave and FMLA Time Off in Workday.
11. While on FML, the employee is responsible for contacting their supervisor to provide a status update regarding their intent to return-to-work date at least every two weeks.
12. Supervisors should be mindful of the employee’s situation. There should be no expectation of the employee performing any work duties or responsibilities during the employee’s absence. Meaning working from home should not be expected or encouraged.
13. Prior to returning to work, the employee on FML will be required to provide department Leave Coordinator with a release (statement) from their Health Care Provider that specifies the date that they will be released to return to work, and if applicable, restrictions and duration of the stated restrictions. If restrictions are indicated, then an employee will need to provide a doctor’s release to return to work without restrictions.