FMLA Certification Process

1. Employee is absent from work, or informs you that s/he will be missing work in the future

2. Does the employee's illness or circumstance appear to be eligible for FMLA leave?

   YES / UNSURE

3. Employee's leave is documented appropriately

   STOP

4. Does the employee have 12 months of total state service, and has s/he worked 1,250 hours within the last 12 months of the need for FMLA leave?

   NO

   5. Submit FMLA packet to employee and inform him/her in writing that s/he does not qualify for FMLA benefits at this time

   YES

   6. Submit FMLA packet to employee; leave will be provisionally designated as FMLA leave

   7. Employee returns Certification of Physician or Practitioner Form or other necessary documentation

   NO

   8. Does the documentation confirm the employee is losing (or will lose) time due to FMLA-related reason?

       YES

       9. Employee's leave is documented as FMLA leave

       NO

       10. Inform the employee in writing that his/her illness or circumstance is not eligible to be documented as FMLA leave

  11. Employee's leave is documented appropriately