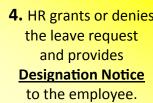
Understanding the Family Medical Leave Act (FMLA) Process

1. Employee submits LeaveTrag entry and marks FMLA **OR** the employer learns the employee's leave may be for an FMLA qualifying reason.





2. HR determines if the employee is eligible. If absence is not an FMLA-qualifying reason, employee records leave properly and process ends.







4. HR grants or denies



5. HR maintains the employer contribution for Health Benefits during the leave absence.

7. Employee is responsible for submitting leave in LeaveTraq. HR maintains FMLA records properly.



