

Understanding the Family Medical Leave Act (FMLA) Process

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

4. HR grants or denies the leave request and provides **Designation Notice** to the employee.

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

3. HR provides **Notice of Eligibility and Rights & Responsibility** and informs the employee that a **Certification** will be required within 15 days.

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

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

6. **Restore the employee** to the same or an equivalent position at the end of the leave.