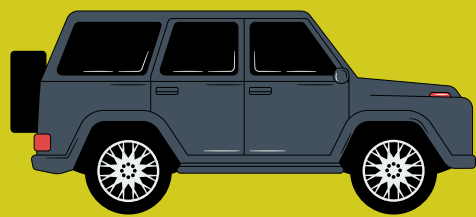


A ROADMAP TO: FMLA



**WHEN LIFE GIVES YOU DETOURS,
FMLA HAS YOU COVERED!**

EMPLOYEE NEEDS LEAVE

Employee mentions a medical, family, or military-related need for extended leave.

MANAGER IDENTIFIES POTENTIAL FMLA CASE

A manager recognizes FMLA may apply to their employee's leave request.

1

2

MANAGER DIRECTS EMPLOYEE TO HUMAN RESOURCES

The manager ensures the employee contacts Human Resources to start the process.

3

HUMAN RESOURCES PROVIDES FMLA PAPERWORK

The employee completes and returns the required forms to Human Resources.

4

HUMAN RESOURCES REVIEWS AND DETERMINES ELIGIBILITY

Human Resources notifies the employee and manager of FMLA approval or denial.

5

EMPLOYEE TAKES APPROVED LEAVE

Employee takes leave with job protection!

6

MANAGER SUPPORTS WORKPLACE COVERAGE

Manager ensures employee's work is managed during the employee's absence.

7

EMPLOYEE RETURNS TO WORK

Human Resources facilitates return to work arrangements and the manager welcomes the employee back!

8

Have any other questions regarding FMLA? Contact Human Resources!

A Manager's Guide to Understanding FMLA

WHAT IS FMLA?

As a manager, it's essential to understand FMLA to effectively support employees needing leave.

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year.

It also ensures continued group health insurance benefits as if the employee hadn't taken leave.



ELIGIBLE REASONS FOR FMLA LEAVE:

- Serious health conditions that prevents an employee from doing their job
- Caring for a spouse, child, or parent with a serious health condition
- Adoption or fostercare placement of a child
- Certain situations related to a family member's military service



ROLE OF A MANAGER IN THE FMLA PROCESS:

- Recognize potential FMLA situations
- direct employee to human resources
- maintain confidentiality -- Do NOT Ask for specific medical details
- ensure workplace coverage
- Communicate with employees when necessary.



WHAT TO DO WHEN AN EMPLOYEE ASKS ABOUT FMLA:

- Acknowledge the request
- Refer to Human Resources
- Avoid making promises -- Do not guarantee FMLA approval, Human Resources will assess their eligibility!

KEY TAKEAWAYS:

- Recognize a FMLA eligible situation
- Always direct employees to Human Resources
- Maintain confidentiality
- Support employees by managing their workload
- Stay informed about company policies regarding FMLA



Questions? Contact HR!