

FMLA: Employee Checklist

- Submit your request for leave at least 30 days before the leave is to begin when leave is foreseeable, (such as birth, scheduled surgery, adoption). If leave is not foreseeable, submit your request as soon as possible. Failure to provide adequate notice can undermine your FMLA protections
- Review the company FMLA policy to ensure you are familiar with the provisions.
<http://www.longmeadow.org/197/Employee-Forms-Policies>
- When requesting leave, provide enough information, such as the **timing and duration of the leave**, whether you are unable to perform your job, whether you or a family member is under the care of a health care provider, whether you or a family member has been hospitalized overnight, whether the leave involves a pregnancy, whether the leave involves a family member's military duty, and so on. **Failure to do so can result in denial of FMLA leave. You may be asked further questions, and will be expected to respond.**
- Ensure that you submit your leave request to the appropriate individual or office.
- You will receive an eligibility/rights & responsibilities notice indicating if you are eligible for FMLA leave. You might receive other material, as well, including a certification form, a copy of the FMLA policy, etc. Keep this for your records.
- If requested, **ensure a certification (or recertification) form is fully completed by you and the appropriate health care provider and returned to the employer in a timely manner.** If leave is due to a family member's military exigency, have the appropriate individual complete it.
- You may choose, or the employer may require, that you use your accrued paid time off for otherwise unpaid FMLA leave.
- You will receive a designation notice indicating whether the leave qualifies for FMLA protections. Keep this for your records.
- **If requested, provide periodic status reports during the leave.** You can find how often you are expected to provide these in the eligibility/rights & responsibilities notice.
- Contact the Human Resources Department to discuss payment option for your portion of the group health care coverage. hrdept@longmeadow.org.
- Work with the employer to schedule planned treatment so as not to disrupt company operations.
- **If circumstances change, such as the date you expect to return to work, you must notify your employer as soon as practicable.**
- Provide a fitness-for-duty certification before returning from leave