

Employer's Family / Medical Leave Request Checklist

If an employee requests leave, or the University is “on notice” it is the University’s obligation to secure any rights/protections the employee may be eligible for under the FMLA by providing:

- The Employee’s Family/Medical Leave Request Checklist, *and*
- Certification of Health Care Provider *that corresponds to the nature of the leave*. If the leave is for his/her own serious health condition – also provide a copy of the employee’s job description for the physician’s reference in determining ability to perform the job & any medically required accommodation, *and*
- A copy of the employee’s position description *and*
- The “Your Rights Under the FMLA” document.
- Within five business days* of the employee’s implied need for leave, provide the employee a completed Notice of Eligibility and Rights & Responsibilities (WH-381 form)

Fifteen calendar days are provided for the employee to return the completed Certification form.

In response to the completed Certification form (or other medical/legal documentation):

- Within five business days*, provide the employee a completed Designation Notice (WH-382) *if* the employee is FMLA-eligible
- A response. If approved, provide the employee written confirmation of the following (reference sample leave approval letter):
 - a. The dates of the approved leave (*or* what additional information is needed)
 - b. Requirements during the leave, eg:
 - i. The method and frequency that the employee must be in contact with UMass,
 - ii. Additional medical information or recertification which will be required during the leave,
 - c. The date by which the employee must submit a:
 - i. Medical release to return and perform the essential functions of his/her job (*unless* this is a parental leave or a leave to care for a family member who is suffering from a serious health condition), *or*
 - ii. A request for extended leave,
 - iii. A request for accommodation (if necessary) in order for you to have time to review/respond to the request before the employee returns to work.
- Submit time & attendance for the employee as agreed upon (or in keeping with instructions provided by Human Resources if Sick Leave Bank benefits have been approved)

- Submit Personnel Action Form to Human Resources (exception: PAFs for Workers' Compensation leave is generated centrally)
- Write to the employee during his/her leave if he/she is not meeting the leave requirements.
- If leave is due to employee's own medical condition, obtain a medical release to return the employee to perform the essential functions of his/her position (and secure any medically required accommodations) *before* allowing him/her to return and perform work.
- When the leave is complete, send to Human Resources copies of all completed FMLA documents and written communications related to the leave.