



IMPORTANT THINGS TO KNOW



Full leave = No work at all

Intermittent leave = Need time off occasionally while otherwise working normal schedule

Reduced schedule leave = Reduction in the number of hours worked on a continuing basis until leave is over



FMLA Leave allows you to continue your health insurance as if you were working. If you enter unpaid status, HR will bill you monthly for your insurance contribution.



If you are on INTERMITTENT FMLA, you must notify your department each time you use FMLA.



HR recommends that you track your FMLA hours usage for your own records.

Family and Medical Leave Act (FMLA) Employee Information

Your Steps & Responsibilities

- ⇒ Notify Human Resources of your Family & Medical Leave request **no later than the first day** you need your leave to start. Complete the *Family & Medical Leave Request* form.
- ⇒ You will receive a *Notice of Eligibility and Rights & Responsibilities* letter from Human Resources; keep this letter for your records. Please note: This is **not** an approval.
- ⇒ If requesting Family & Medical Leave for your own serious health condition, take the *Certification of Health Care Provider* form to your doctor/health care provider for completion.
 - The *Certification of Health Care Provider* form is due to Human Resources 15 days after you have submitted your *Family & Medical Leave Request* form to Human Resources.
 - If any applicable portion of the *Certification of Health Care Provider* form is incomplete, the form will be returned to you for further completion by your health care provider.
- ⇒ Human Resources will review your *Family & Medical Leave Request/Certification of Health Care Provider* form and send you a Designation Notice indicating approval (or non-approval) of your leave; keep this notice for your records.
 - If your leave request is due to a serious health condition, Human Resources **must** have the *Certification of Health Care Provider* form before the leave can be approved.
 - Human Resources will indicate the dates of your leave and your Return to Work date.
 - Human Resources will notify your department of your approved FMLA dates, or if your leave was not approved.
- ⇒ You are expected to return to work on the date indicated on your approval letter.
 - If your leave is due to **your** serious health condition, you **must** give your "Return to Work" slip (signed by the health care provider) to Human Resources **prior** to your first day back at work.
 - If you are unable to return to work on the expected date, contact a Human Resources Representative regarding your leave options.
- ⇒ Check with your department for internal leave procedures.
- ⇒ For detailed information about your rights and responsibilities under the FMLA, visit www.wmich.edu/hr/assets/pdf/whd-1420.pdf or contact Human Resources

Questions?

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