



HRM: EMPLOYEE FMLA CHECKLIST

1. Request time off work

Provide at least 30 days advance notice of an anticipated FMLA leave. It is understood that under some circumstances, it is not practical to provide 30 days' notice. In these cases, you must provide notice as soon as practical, normally within two business days after knowledge of the need for leave. Follow your department's normal procedure for requesting time off work. Communicate to your supervisor the need for leave and approximate duration thereof (it is not necessary to disclose the medical condition to your supervisor or your coworkers).

2. Submit Request for FMLA

- Fill out the FMLA Notification Form
- The following items MUST be included on the form in order for HR to process your request for leave:
 - Indicate the start and end date of your leave (if dates unknown, provide estimates)
 - The employee and the supervisor's signatures are required.
 - Identify the reason for request.
- Send the completed document to Rebecca Smelley: rsmelley@agcenter.lsu.edu, 103 Efferson Hall, FAX: 225-578-8284
- Read the "General Information" on the FMLA Notification Form.

3. Submit Medical Certification

- Complete employee portions of the medical certification.
 - For all types of FMLA leave, complete Sections A and B.
 - If you are taking FMLA to care for an immediate family member, you will need to complete Section E.
 - If your job description has specific tasks that may be impacted on your return to work, please have your supervisor list them in the "Supplement to Section B."
- Give the medical certification to your Health Care Provider for completion of Sections C, D, and F. (NOTE: for intermittent leave requests, an estimate of the intermittent frequency, duration, and start and end date must be provided.)
- Return the completed form within 15 calendar days of HRM's receipt of the FMLA Notification Form to Rebecca Smelley.

4. Additional Arrangements

- Contact your supervisor to discuss use of leave & how will leave requests will be completed (as instructed by HR) during your FMLA leave
- If you begin FMLA on a different date than that indicated on the FMLA paperwork, notify your Supervisor and Rebecca Smelley in Human Resources of the new date
- Notify your Supervisor and Rebecca Smelley of any change in your status, i.e., returning earlier or later than originally planned.
 - You may be asked to provide documentation to support the extension.
- If FMLA is approved, the AgCenter requires that you exhaust all forms of accumulated paid leave, such as sick, annual, and compensatory time before you can go into a non-paid status
- Leave requests must be submitted in Workday for your time away from work.

- Continuous Leave: You will need to enter sick, annual, or Compensatory leave requests with “FMLA” included in the comments. (NOTE: Do not use the “Intermittent FMLA Qualifying Event” leave categories)
 - Intermittent Leave: You will enter “Intermittent FMLA Qualifying Event” leave for your time away from work (NOTE: You will need to choose between Self and Family as well as sick and annual).
- You may be required to submit a medical release to return to work. (NOTE: Your supervisor and/or HR will notify you at the time the FMLA request is submitted if you will be required to submit a medical release.) If a medical release is a requirement, you must submit the medical release to your supervisor or Rebecca Smelley prior to your return to work.
- If your medical release includes restrictions to work (i.e. no lifting over 10 lbs), you will still need to submit a full medical release once the restrictions are no longer medically necessary.