

Employee FMLA Leave Responsibilities

Forms:
Medical certification
Return to Work Notice

Going to be out for 3 or more days, employee informs HR of potential leave and discusses with their Supervisor

Employee is responsible for making sure HR receives medical certification within 15 days. HR can either receive by fax: 903-886-5670 or email hr.leave@tamuc.edu
Check in every 2 weeks

Was my leave designated as FMLA?

Yes

- Employee needs to reach out to HR 1 week prior to leave to ensure all time is entered into Workday.
- Remind their Supervisor of their upcoming leave.
- If leave is for birth, employee is to inform HR and Supervisor of the delivery in a timely manner.

Follow up with Supervisor every 2 weeks with status update on leave.
Check Workday for FMLA, comp, Sick, and vacation entry

Did my sick/vac take me to the end of my FMLA (date from Med Cert)?

Yes

Employee is required to submit their Doctor's return to work notice to Supervisor & HR

No

You must exhaust all comp/sick/vacation time.
Do I have enough sick/vacation time?

No

For catastrophic illness employee must submit Sick pool application for additional hours needed. Refer to sick pool flowchart