

EMORY



The HR Rep's Role in the FMLA Process

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FMLA Overview

- FMLA Request
- Eligibility Notice
- Medical Certification
- Designation Notice
- Return To Work





FMLA Request

- Request usually completed by the employee
- If employee is unable to submit request, HR Rep can do so on their behalf
- Employee or HR Rep should use employee's applicable leave accruals



Eligibility Notice

- HR Rep must determine employee's eligibility for FMLA by completing Eligibility Notice
- HR Rep (or manager) must complete Eligibility Notice within 5 days of receiving request
- HR Rep should send copy of Eligibility Notice to employee
- HR Rep should remind employee of short-term disability option



Medical Certification

- ❑ Employee responsible for obtaining medical certification from healthcare provider
- ❑ Once received, employee or provider should send certification directly to Central HR
- ❑ HR Rep should follow up with employee periodically to ensure certification is being obtained
- ❑ HR Rep should notify Central HR if employee is having difficulty obtaining certification
- ❑ Certification must be received no later than 15 days after start of leave



Designation Notice

- Designation Notice is completed by Central HR once medical certification is received
- Designation Notice confirms whether leave is designated as FMLA, or if more documentation needed





Return To Work

- If employee is out due to their own serious health condition, return-to-work authorization is required
- If HR Rep receives authorization, it should be sent to Central HR for employee's medical file
- If Central HR receives authorization, they will notify HR Rep



FMLA

Questions?

