**Family Medical Leave Act (FMLA): Quick Reference Guide**

- **Step 1: Complete the FMLA Request and Receive Eligibility Determination**
  - The employee may submit the FMLA Request on the FMLA website.
  - HR determines whether the employee is eligible for FMLA based on 1250 service hours and 52 weeks of service.
  - HR determines the amount of time the employee has available under FMLA based on any previous FMLA used within the past 12 months.
  - If eligible, HR will send an eligibility notice and medical certification form to the employee and manager to complete Step 2 of the application process.

- **Step 2: Complete Medical Certification Form**
  - The employee gives the medical certification to their healthcare provider to complete and authorize.
  - The healthcare provider submits the medical certification to FMLA Processing Team.
  - FMLA Processing Team will review the medical certification to make a medical leave determination.

- **Step 3: FMLA Approval or Denial**
  - If the employee is eligible (Step 1) and has an approved medical leave determination (Step 2), the employee and manager will receive an email and approval letter from HR.
  - If the FMLA request is denied, the employee will be notified by HR and informed of any other options that may be available.

- **Step 4: While on FMLA**
  - If the employee is on intermittent leave, the employee must designate their time as FMLA each time when calling out.
  - If non-exempt, the employee should indicate their use of time-off accruals for dates used for FMLA on their in Kronos.
  - If exempt, the employee should indicate their use of time-off accruals for dates used for FMLA and check the FMLA utilization box.
  - The manager tracks the employee’s FMLA utilization in Kronos.
  - The employee should contact their supervisor at least a week in advance to provide their medical release to return to work and the date of return.
  - If on a continuous leave, the employee should have their healthcare provider complete their Release to Return to work form and submit it to FMLA Processing.
  - If the employee has work restrictions, contact HR (Employee Relations) for further assistance.
  - If an employee needs additional leave time and has FMLA time available, they should contact their healthcare provider to request an extension of the leave. If the employee has exhausted their FMLA leave, the employee will need to complete the Medical Leave Request Form for Medical Non-FMLA leave.

- **Step 5: Returning from FMLA**
  - FMLA Contacts:
    - FMLA Coordinator: 615-322-7441 FMLA
    - Fax: 615-343-2176 Employee Service Center: 615-343-7000
    - HR consultant: [http://hr.mc.vanderbilt.edu/sdt/](http://hr.mc.vanderbilt.edu/sdt/)

**Application Process**

- **Employee submits Request for FMLA online**
- **Employee and healthcare provider complete the medical certification and return to FMLA Processing**
- **FMLA Processing reviews the medical certification and makes a medical determination**
- **HR sends the employee the approval or denial letter based on the medical leave determination**
- **Employee starts FMLA**

- **Day 1**
  - Eligibility is reviewed within 5 business days

- **Employee submits Request for FMLA online**
  - HR sends employee & manager eligibility notice and medical certification

- **Medical Certification is due within 15 calendar days**
  - Within 5 business days upon receipt of the medical certification

- **Employee starts FMLA**