



THE EMPLOYEE'S ROAD MAP TO THE FMLA

Employee Report to HR-Benefits:

- *Illness or Injury (on or off job);
- *Child or Spouse Illness or Injury;
- *Military Active Deployment of Family Member; or
- *Military Illness or Injury

1

Supervisor Report to HR-Benefits:

- *The employee asks for FMLA;
- *You learn the employee absence may be for an FMLA qualifying reason, or
- *Possible chronic condition

2

Submit the **FMLA Request for Leave** form to benefits@oru.edu

3

HR determines if the employee is **eligible**

4

HR will provide an **Eligibility and Rights & Responsibilities Notices** to the employee

5

Certification Process

Optional →
None Required ↘

EXIT

HR will let the employee know that a **Certification** will/will not be required. Certification must be returned within 15 days if required

6

HR receives completed certification papers and determines if the leave request is for an **FMLA-qualifying reason**

8

HR sends **FMLA Designation** to the employee listing approved leave time. HR will also communicate leave to the employee's supervisor

7

HR will **maintain benefits** during leave as long as **premiums are paid**; employees out on non-pay have 30 days to make payments

9

Employee notifies HR within 24 hours prior of their return to work; own illness or injury requires a physician's release

10

HR will **restore the employee** to the same or an equivalent position at the end of the leave when conditions are met (see policy for full details)

11