

FMLA/EFMLA RESPONSIBILITY BREAKDOWN



EMPLOYEE RESPONSIBILITIES

Notify manager of the need for leave.



Notify Manager of event when calling in absences.



Provide Medical Documentation (if applicable) or EFMLA documentation to Human Resources within 15 days of notification of leave.



No longer has a need for leave, reports RTW to Human Resources and Manager.



Provide medical release (if applicable) to Human Resources and return to work.

MANAGER RESPONSIBILITIES

Receives call and contact Human Resources of FMLA/EFMLA event occurring.

HUMAN RESOURCE RESPONSIBILITIES

Verify Eligibility and send eligibility notice within 5 days.



Remind employee to send completed paperwork.



Send FMLA/EFMLA denial with a 7-day appeal. Send denial letter after appeal period.

OR

Send notice of rights and responsibilities within 5 days.



Remove FMLA/EFMLA time and reapply it using company attendance policy.

Request FMLA documentation (if applicable) or EFMLA medical documentation from employee and provides 15-day due date.



Calculate leave based on policy and regulations.



Issue Designation notice within 5 days of receiving paperwork.



Track and monitor FMLA/EFMLA time taken. If FMLA use inconsistent request second opinion.



Send recertification document if FMLA/EFMLEA time frame is up or leave need changes.



Receive employee medical release and files / stores all documents related to leave.

OR

FMLA/EFMLA exhausts and notification of exhaust is mailed to employee.



Ensure all time is properly recorded in HRIS and adjusts benefits and pay accordingly.

Administrative Services
TASC FMLA Offers