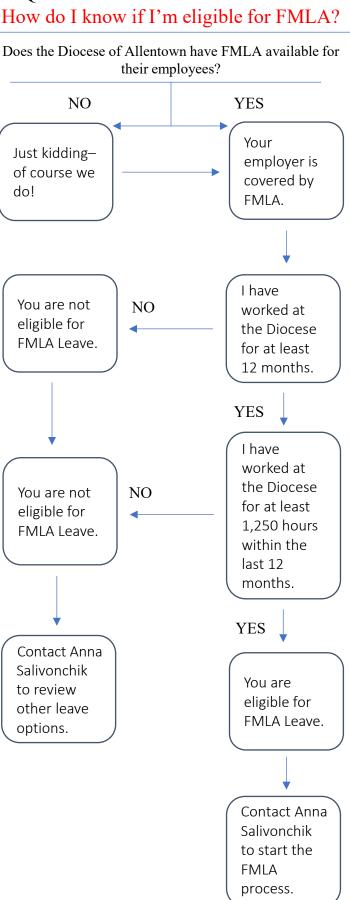
## Family Medical Leave Act

If you are out of work for 3 or more consecutive days due to a serious health condition, according to Federal Law, you may qualify under the Family Medical Leave Act of 1993. FMLA requires employers to provide up to 12 weeks of job-protected unpaid leave to all eligible employees for specified family and medical reasons. FMLA provides for time off from work and is taken concurrently with any paid time off (sick days, vacations, etc.) that may be available to you.

## FAQ: How do I know if I'm eligible for FMLA?

## FAQ: What's the process for FMLA?



START HERE

STOP: Your leave is not protected.

Not Eligible

You may request leave again in the future as employee eligibility can change.

when you need leave.

**Step 1:** Notify your

supervisor and HR at

least 30 days prior to

**Step 2:** HR must notify you whether you are eligible for FMLA in 5 business days.

Eligible

HR must provide you with your FMLA Rights and Responsibilities, as well as any request for certification.

> Certification Requested

Step 3: Provide a completed certification to HR within 15 days from the initial FMLA request.

STOP: If the certification is not submitted to HR within those 15 days, then your leave may be denied and not protected.

Not Designated

STOP: Your leave is not protected.

You may request leave again in the future.

Step 4: HR must notify you whether your leave has been designated as FMLA within 5 business days.

Designated

Step 5: Your leave is FMLA protected.

When you return to work, your employer must return you to the same or nearly identical job.

Anna Salivonchik **Human Resources Specialist** 

**Contact Information** 



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Step 6: Prior to returning to work, you must submit the Diocese's Return to

Work form.