

Farmingdale State College

Essential Responsibilities for Family Medical Leave Act (FMLA) Compliance

Employee

1. Complete the Leave Request Form. The Leave Request Form is an online fill-able form complete with drop down menu choices to assist you with requesting a medical leave of absence. To obtain this form, please visit: <http://www.farmingdale.edu/administration/administration-finance/human-resources/forms-schedules.shtml>. If you do not have online access to this form you may obtain a hardcopy of this form from your immediate supervisor or by calling Human Resources at (631) 420-2107.
2. Check your time accruals as necessary if requesting FMLA paid leave. Clearly indicate how you wish to charge any accumulated leave accruals. Include any request for sick at ½ pay or additional sick leave.
3. Request, from your health care provider, all appropriate medical documentation. Please use the Certification Health Care Provider Forms (WH380E or WH380F).
4. Submit medical documentation (WH380E or WHE80F) to Human Resources. Submit leave request form to supervisor for review and approval.
5. Provide "Return to Work" medical documentation to Human Resources. Return to work medical documentation should be submitted on the Return to Work Medical Authorization form found at: <http://www.farmingdale.edu/administration/administration-finance/human-resources/forms-schedules.shtml>

Supervisor(s)

1. Listen for key terms that indicates an employee leave may fall under the FMLA.
2. Review leave request form and sign. Exercise confidentiality with all leaves.
3. Ensure that sufficient medical documentation is submitted to Human Resources.
4. Forward to next appropriate person for review and approval.
5. Repeat procedure if leave is extended.
6. Ensure Human Resources has received the employee's "Return to Work" doctor's note prior to allowing employee to begin work. Employee may not return to work without sufficient documentation.
7. Communicate with Human Resources on any changes associated with your employee's leave status.

Employee's Department

1. Assist employee's supervisor with communicating up-to-date personnel information to HumanResources including any change of status with employee leaves. Any changes of status should be completed on a new leave request form and routed for approval.
2. Expedite Leave Request forms timely to Human Resources once a Department Head has reviewed and approved.

Human Resources

1. Consult with employees and supervisors on leave benefits.
2. Review employee leave request and submitted medical documentation.
3. Provide Notice and Designation to employees concerning eligibility and approval for FMLA.
4. Draft and send letters of notification to employees on status of requested leaves.
5. Maintain various Human Resource and Payroll systems with any change of employment and benefits status.
6. Track employee usage of FMLA leave by calendar year.