

FAMILY MEDICAL LEAVE

Faculty, Admin Professional and Other Non-Classified Staff



HUMAN RESOURCES
COLORADO STATE UNIVERSITY

Requesting Family Medical Leave Checklist for Requesting Leave

This is a general summary of steps to follow when requesting family medical leave (FMLA). FML entitlement is 12 work weeks, prorated for employees who are less than full-time, measured forward from the first date the eligible employee uses FML to the same date 12 months later. If a 30-day notice is not possible, notice should be provided as soon as practical.

Step 1 – Determining Eligibility for FMLA

Criteria must be met:

- You have worked for Colorado State University (CSU) for at least 12 months**
 - Employment does not have to be continuous
 - If a break in service exceeds seven years, the period of employment prior to the break is not counted
- If a temporary employee, you have worked 1,040 hours in the 12 months immediately preceding the need for leave**
 - These are actual work/paid hours

Step 2 – Determining a Qualifying Reason for FMLA

FMLA must be due to one of the following reasons:

- Birth of a child and to care for the newborn child**
- Placement of a child through adoption or foster care**
- To care for the employee's:**
 - Spouse, common-law spouse, domestic partner or civil union partner
 - child or child of the spouse, common-law spouse, domestic partner or civil union partner (under age 18)
 - parent

with a serious health condition

- Employee's serious health condition**
- To care for the employee's:**
 - Spouse, common-law spouse, domestic partner or civil union partner
 - child or child of the spouse, common-law spouse, domestic partner or civil union partner (under age 18)
 - parent
 - next of kin

who is a covered service member with a serious injury or illness incurred in the line of duty

- A qualifying exigency arising from the employee's:**
 - Spouse, common-law spouse, domestic partner or civil union partner
 - child or child of the spouse, common-law spouse, domestic partner or civil union partner
 - (under age 18)
 - parent

who is a covered service member on active duty in support of a contingency operation

Step 3 – Request for FMLA

Required: You must communicate your request to be absent from work by following your department's normal notification procedures.

FMLA may be requested by the employee or initiated by department under the following circumstances:

- The employee requests leave**
→OR←
- The employee has called in sick for three consecutive days and requires time off due to a serious health condition**
→OR←
- The employer has been notified that an employee may have the need for an FMLA qualifying reason**

Step 4 – Required Forms and Documentation Medical Certification

If your need is determined to be a qualifying reason, your department will be notified of your eligibility and that the qualifying reason requirements are met. If your need is for your own or your family member's serious health condition, you will be provided:

- Notice of Rights and Responsibilities**
- CSU Medical Certification Form – Employee's Health Condition**
- OR←
- CSU Medical Certification Form – Family Member's Health Condition**

Required: A **complete** Medical Certification forms are due within 15 calendar days of the date of the Notice of Rights and Responsibilities.

If the leave request is for a qualifying exigency or military caregiver leave, you will receive:

- Notice of Rights and Responsibilities**
- Certification of Qualifying Exigency for Military Family Leave**
- OR←
- Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave**

Step 5 – Receiving Status of FMLA Request

Required: Return the complete CSU Medical Certification Form to the HR Professional in your department.

Once a **complete** medical certification form is returned to your department; you will be notified within 5 business days of receipt whether:

- Your FMLA is approved**
- Additional information is needed on the medical certification form**
- Clarification or authentication of the certification is required**
- A second opinion is required**

Additional information will be requested, if:

- Leave is for a serious health condition, a qualifying exigency, or military caregiver leave and complete and sufficient certification is not received. You will have 7 calendar days to cure any deficiencies or the leave may be denied.**

Step 6 – Use of FMLA Time

Following the approval of FMLA leave:

- You must communicate your request to be absent from work by following your department's normal notification procedures**
- Consult with your supervisor and make a reasonable effort to schedule leave for planned medical treatment (appointments, etc.) so it does not disrupt the department's operations if the FMLA is intermittent**
- You are required to use paid time-off accruals before leave without pay can be taken**
- If you will be in leave without pay status for more than 10 business days, contact Human Resources (970-491-6947) to make arrangements for continuation of your health care benefits and options for short term disability**
- Keep track of FMLA leave taken and if necessary request the number of FMLA hours used from your supervisor or department HR Professional**
- You may be required to provide periodic recertification supporting the need for continued FMLA leave, depending on your condition and duration**

Step 7 – Returning to Work

- If the FMLA leave is for your serious health condition, a Fitness to Return Certificate may be required from your health care provider before you may return to work**
- If you will not be returning to work, notify your supervisor of your decision as soon as possible**

Step 8 – FMLA Request Denied

- If you do not meet eligibility requirements, did not provide medical certification, have already used 12 weeks or the leave request does not qualify, your FMLA request will be denied**