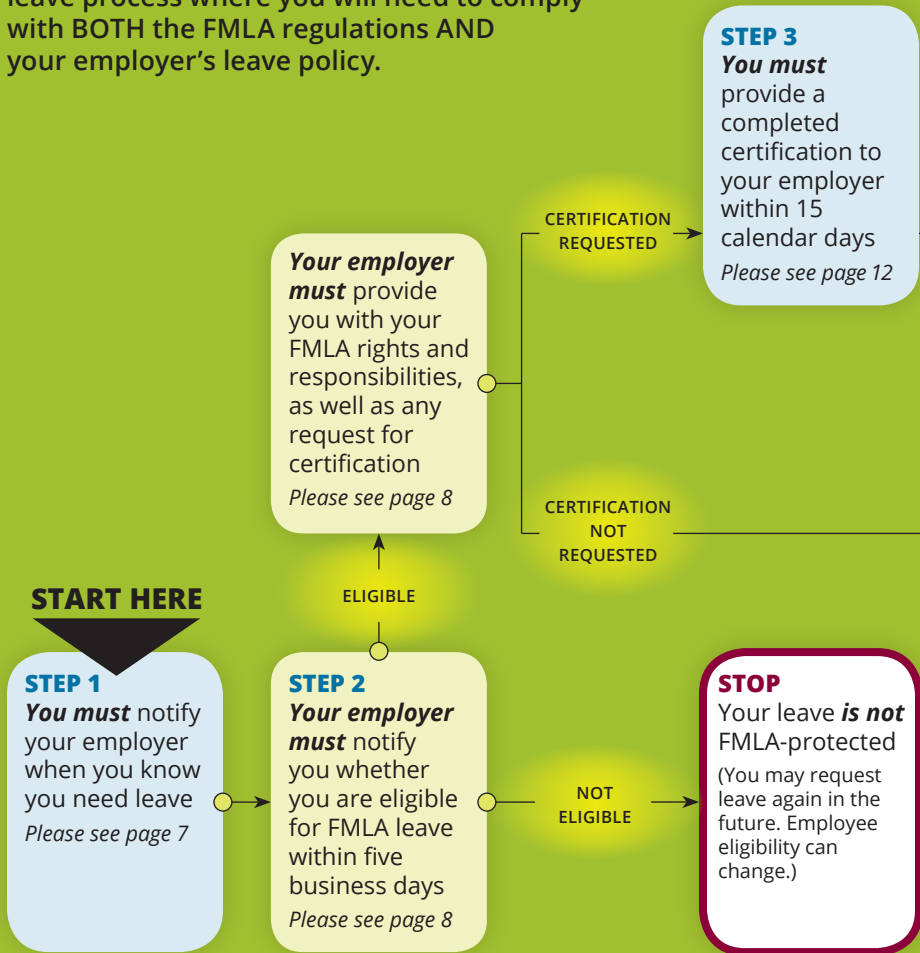


# The FMLA Leave Process

This flowchart provides general information to walk you through your initial request for FMLA leave step by step, and help you navigate the sometimes complicated FMLA process.

Please note, it is **ESSENTIAL** for you to be familiar with your employer's leave policy. There are several instances throughout the FMLA leave process where you will need to comply with **BOTH** the FMLA regulations **AND** your employer's leave policy.





YOUR RESPONSIBILITY



YOUR EMPLOYER'S RESPONSIBILITY

### STOP

Your leave **is not** FMLA-protected  
(You may request leave again in the future.)

NOT DESIGNATED

#### STEP 4

**Your employer must** notify you whether your leave has been designated as FMLA within five business days  
*Please see page 8*

DESIGNATED

#### STEP 5

Your leave **is** FMLA-protected  
(There are employee responsibilities while out on FMLA leave.)  
*Please see page 8*

#### STEP 6

When you return to work, **your employer must** return you to your same or nearly identical job  
*Please see page 14*



# Certification at a Glance



## YOUR EMPLOYER MAY REQUIRE YOU TO:

- Correct any deficiencies in your certification identified by your employer within seven days
- Obtain a 2nd medical opinion if your employer doubts the validity of your certification
- Obtain a 3rd medical opinion if the 1st and 2nd opinions differ

## YOUR EMPLOYER MAY DENY FMLA LEAVE IF YOU FAIL TO PROVIDE A REQUESTED CERTIFICATION



YOUR RESPONSIBILITY



YOUR EMPLOYER'S RESPONSIBILITY