

Departmental Leave Representative's Instructions for FMLA Requests and Notice Form

The Notice Form is an important component of FMLA and must be provided for all FMLA-related requests. Departmental compliance with all details included in the two-step instructions below is essential.

Step 1: Departmental Leave Representative Completes Notice Form Promptly

- **Complete Section A:** The Notice Form should be given to the employee as soon as the employee notifies you of an FMLA need (FMLA is described in Notice form below; Part A); even if the employee's request is verbal or given without supporting documentation. Those submitted without supporting documentation should be marked accordingly on the form. The employee need not mention FMLA specifically; the supervisor should screen leave-related requests for FMLA using the list in Notice form Part A. Complete all information in Part A;
- **Complete Section B:** This section provides notification to the employee of additional documentation required to support their FMLA request. All FMLA requests require a medical certification form; therefore, the employee must be notified of this requirement and provided with a deadline to submit a complete medical certification form. Mark Part B for documents the employee must submit; establishing a deadline that allows for a **minimum of 15 calendar days**. Additional time may be permitted if reasonable and circumstances warrant. The departmental representative must follow up with the employee for missing or insufficient medical certification forms or other document(s) requested that are not received by the deadline;
- **Advise the employee verbally** to contact HRM, Benefits Office to elect to continue benefits if they wish; instructions are provided on the Notice form.
- **Sign and date the Notice form;** give the Notice to the employee personally, or if the employee is unavailable you must mail the form, and submit a copy immediately to the departmental staff member responsible for leave records. **Along with the Notice Form, provide the employee with a copy of Leave Policy HRM 60.201, and two blank Medical Certification forms. Submit all documents to the employee within five business days; in person or by mail, and promptly file a copy for departmental leave records.**

Step 2: Maintain Departmental Copy and Forward Documents to HRM for Review

- The departmental representative responsible for leave records/banner leave will maintain a copy of the Notice in leave records, and promptly forward the Notice and medical certification form to the Leave Specialist, HRM, Room 150 McArthur Hall (662.325.3713). Routine procedures for eForm submission for FMMM, FMPS, and FMPL leave should continue. **All FMLA circumstances and documents sent with the Notice as well as the outside envelope should be marked and treated as confidential information.**
- **HRM completes FMLA procedures** by receiving the Notice and supporting documentation, and submitting the required "FMLA Designation Notification" to the employee. The employee's status is also provided to the department (approved, disapproved, or pending documentation) as well as the specific anticipated dates of FMLA leave.

Guidance, training, and support for all Leave procedures as well as FMLA is available from the Department of Human Resources, Leave Specialist, (662)325-3713; Room 150 McArthur Hall. The Benefits Office may be reached by calling (662)325-3713 for FMLA-related benefits questions.