

What is FMLA?

Family-	The employee may request FMLA to care for the following immediate family members: _____, _____, & _____
Medical-	The employee or family member must have a serious _____ condition documented with a Certification of _____ Provider
Leave-	The following types of FMLA leave are available: _____, _____, and _____
Act-	Employees must comply with normal call-in procedures and provide _____ days advance notice if the need is foreseeable

How to request an FMLA notice letter and forms be sent to an employee?

1. When you hear news that triggers the thought of an FMLA notice, find out if it is a serious health condition for the employee, the need to care for a Family Member with a serious health condition, or is the employee or spouse expecting a baby.
2. Get the employees full name and employee ID number.
3. Email that information to loaandworkcomp@ucf.edu along with whether you or anyone else needs to be copied on the FMLA notice within 24 hours of hearing the news.
4. It will be sent out within 1 - 5 days by email and regular mail.

First 5 Day Notice Period

Day One:	Employee provides NOTICE to Department
Day Two:	Department or College notifies HR within 24 hours
Days 3 – 5:	HR must determine eligibility and send FMLA notice letter and forms
Next steps:	The employee has 15 days from the date of the letter to provide supervisor with the Medical or Parental Request Form and send a Certification of HealthCare Provider(CHCP) Form to HR

Second 5 Day Request Period

Day One:	Employee must complete and submit Medical Leave Request to supervisor and provide a Certification of HealthCare Provider(CHCP) Form to HR
Days 2 – 3:	Department or College must review, obtain signatures, complete, and submit Leave Request form to HR within 24-48 hours of receipt from employee
Days 4 – 5:	HR must review, clarify any issues, <u>confirm with college/dept if not FMLA</u> , approve or deny, and send leave designation letter
Next steps:	Employee and college/dept are given all details and requirements to fulfill in the designation letter and should adhere to deadline dates provided

Resources & Contact Info for team

www.hr.ucf.edu

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