

Georgia State University

FMLA Employee Checklist - Responsibilities While on Leave

- Request FMLA through the ADP portal (link below) to receive FMLA documents and leave instructions. Request for leave should be made 30 days in advance when the need for FMLA is foreseeable. Within 5 days you will receive a Notice of Eligibility, FMLA Medical Certification, other forms and instructions.

<http://employees.hr.gsu.edu/benefits/active-employees/vacation-and-leaves/family-medical-leave-act/>

- Complete your section of the FMLA Medical Certification and give it to your healthcare provider to complete and fax/mail back to the Benefits Office within 15 calendar from receipt from the Benefits Office. Do not return to your department or your Supervisor.

For Intermittent FMLA Leave:

- Refer to your Designation Notice provided by the Benefits Office to see your approved intermittent leave schedule.
 - Employees must schedule FMLA intermittent leave with their supervisors in advance of taking leave if foreseeable to minimize departmental disruption.
 - If FMLA intermittent leave cannot be scheduled in advance the employee should follow their departments established call out procedures indicating that they are using FMLA to their supervisor.
- Record your FMLA hours taken on a timesheet if you are paid biweekly and on a Report of Absence for monthly paid employees and send to the Benefits Office by 12:00 noon the Friday before the pay date. Fax copies are ok but originals should be sent to the Benefits Office.

For Continuous FMLA Leave:

- Don't touch eTime once FMLA is in progress. Only monitor to make sure your FMLA hours are being charged correctly.
- If in a leave without pay status while on continuous leave in order to continue your benefits return the Request to Continue Benefits Form emailed to you with your monthly payment for benefits.
- Submit a Return to Work Certification completed by you physician to the Benefits Office two weeks prior to your returning to work, listing any limitations that may be applicable.
- Contact your Supervisor and HRAC a week prior to your return to work.

Questions? Contact the Benefits Office at (404)-413-3330 or email fmla@gsu.edu