

# FMLA Employee Checklist

- Apply for FMLA**  
Complete the online medical leave request form 30 days prior to the need for leave.  
[Medical Leave Request](#)
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- Complete Medical Certification**  
Take medical certification (provided by WC and Leave team) to your healthcare provider. Ensure your healthcare provider completes and faxes it to FMLA processing (615-343-4142).
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- Define Your Pay While on Leave**  
Inform your leader and HCM how you want to use your pay options while on leave (Legacy Sick, PTO, Short-Term Disability).
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- Track FMLA Usage**  
Track FMLA usage in Oracle for each day missed from work. (Exception: FMLA is not tracked during winter break).
    - Non-exempt: [Entering Hourly FMLA Time in Oracle Cloud](#)
    - Exempt: [Entering Exempt FMLA Time in Oracle Cloud](#)
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- Enter Pay Type (This is how you will be paid while on FMLA)**  
Enter PTO and/or Legacy Sick in Oracle as appropriate.
    - If you only enter FMLA and do not enter a Pay Type, you will not be paid.
    - You will enter two absence entries in Oracle. One for FMLA and the second one for your Pay Type while on leave.
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## Continuous Leave:

- Apply for STD**  
Apply for Short-Term Disability (if applicable) 30 days prior to the need for leave. Call MetLife at 1-833-622-0135 to start your claim over the phone or go online to MetLink.
    - MetLink: <https://www.metlife.com/vu/disability-insurance/>
    - If this is your first time logging into the MetLife system, you will need to register first. Click here to access the [MetLife Registering Guide](#).
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- OOO Message**  
Set up an out-of-office message and transition duties if necessary.
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- Pay Benefit Premiums**  
Pay for your portion of the benefit premiums directly while in an unpaid status during your leave.
    - If you have questions on how to pay your premiums while in an unpaid status, contact the HR Benefit's team at [openenrollment@vanderbilt.edu](mailto:openenrollment@vanderbilt.edu).
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**Return to Work Notice**

Notify your leader of your intent to return to work at least 2 days prior to returning.

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**Return to Work Release**

Provide return to work release form at least 2 days prior to returning.

[Return To Work Form](#)

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**Intermittent Leave:****Intermittent FMLA Usage**

Notify your leader when missed time from work is related to FMLA.

- Track your intermittent FMLA usage in Oracle for each day missed from work.
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