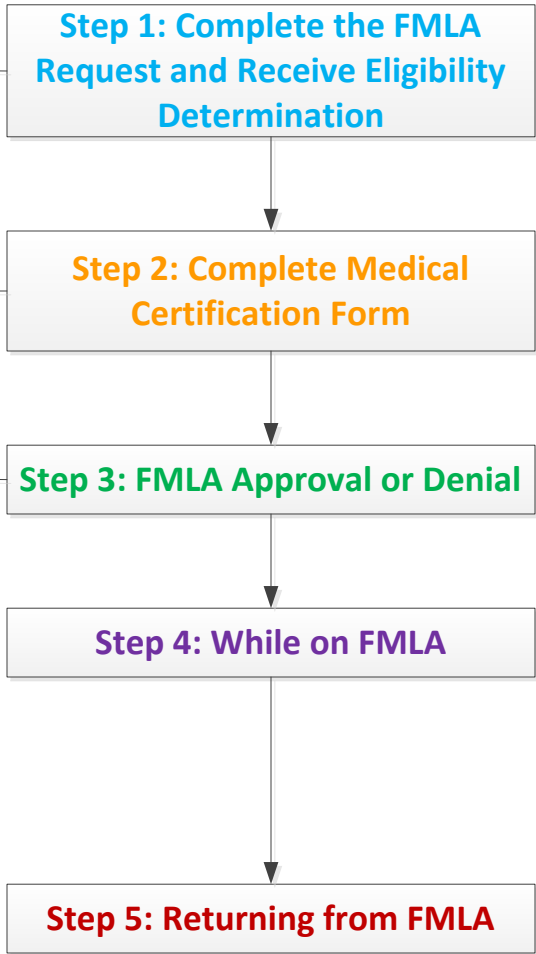


# Family Medical Leave Act (FMLA): Quick Reference Guide

Application Process



- The employee should submit the FMLA request on the FMLA website.
- FMLA department determines whether the employee is eligible for FMLA based on 1,250 service hours and 52 weeks of service.
- FMLA department determines the amount of time the employee has available under FMLA based on any previous FMLA used within the past 12 months.
- If eligible, FMLA department will send an eligibility notice and medical certification form to the employee and manager to complete Step 2 of the application process.

- The employee gives the medical certification to their healthcare provider to complete and authorize.
- The healthcare provider submits the medical certification to FMLA department.
- FMLA department will review the medical certification to make a medical leave determination.

- If the employee is eligible (Step 1) and has an approved medical leave determination (Step 2), the employee and manager will receive an email and approval letter from FMLA department
- If the FMLA request is denied, the employee and manager will be notified by FMLA department and informed of any other options that may be available.

- If the employee is on intermittent leave, the employee must designate their time as FMLA each time when calling out.
- If non-exempt, the employee should indicate their use of time-off accruals for dates used for FMLA on their e-timesheet, timesheet or in Kronos.
- If exempt, the employee should indicate their use of time-off accruals for dates used for FMLA and check the FMLA utilization box.

**FMLA Contacts:**

**FMLA Processing:** 615.343.4125  
**Secured Fax:** 615.343.4142 (all FMLA documentation should be sent via secured fax)  
**FMLA mailbox:** [fmlaprocessing@vanderbilt.edu](mailto:fmlaprocessing@vanderbilt.edu)  
**Human Resources -** 615.343.4788  
**HR consultant:** [hr.vanderbilt.edu/hrconsulting/index.php](http://hr.vanderbilt.edu/hrconsulting/index.php)

- The employee should contact their supervisor at least a week in advance to provide their medical release to return to work and the date of return.
- If on a continuous leave for their own condition, the employee should have their healthcare provider complete their Release to Return to work form which they take to the supervisor, who will submit it to FMLA department.
- If the employee has work restrictions, contact HR/EAD for further assistance.
- If an employee needs additional leave time and has FMLA time available, they should contact their healthcare provider to request an extension of the leave. If the employee has exhausted their FMLA leave, the employee may be eligible for Non-FMLA leave.

