TITLE: UMOR Family and Medical Leave Act (FMLA) Checklist

Additional and more detailed information about FMLA can be found on the University of Michigan Human Resources website: [FMLA tutorial](#)

### EMPLOYEE ACTIONS

- Notify supervisor, 30 days in advance when possible
- If covered by a collective bargaining agreement, consult with the applicable collective bargaining agreement.
- Complete appropriate paperwork:
  - Employee injury or illness: [Work Connections form](#)
  - Family member event: completes federal form and submits to UMOR HR
  - If unpaid leave is necessary, complete [Request for Leave of Absence – Form 36609](#)

### SUPERVISOR ACTIONS

- Confirm [FMLA eligibility](#)
  - Length of employment
  - Employee effort
- Confirm that the event is covered under [FMLA guidelines/qualifiers](#):
  - Due to an employee's illness, injury, pregnancy, child birth or adoption.
  - Due to a family member's illness, injury, pregnancy, child birth or adoption.
  - To care for a service member with a serious illness or injury.
  - Qualifying Exigency Leave
- Contact UMOR HR to discuss the situation.
- Review and approve reported time, ensuring that FML code is used in addition to earning code
- Contact UMOR HR in advance of paid time being depleted to discuss possible unpaid leave
- If unpaid leave is required, discuss with employee and approve Request for Leave of Absence Form when submitted by employee
- Ensure return to work is successful by making doctor prescribed accommodations as needed.

### UMOR-HR ACTIONS

- UMOR HR provides guidance and support to UMOR supervisors throughout FMLA process
- UMOR HR confirms employee’s absence is FMLA related
  - If approved, the employee is provided written notification of FMLA coverage details including benefit year dates.
  - Review and approve Federal Form for family member events
- Provide guidance to UMOR supervisors about possible unpaid leaves if paid time will be depleted
- Track FML usage, run payroll reports, ensure time is reported correctly in Payroll system.
- Approve unpaid leave and create PAR to process in HR system

### WORK CONNECTIONS ROLE

- Interface with doctor and employee.
- Determine if employee illness or injury is eligible for Extended Sick Benefit. Notify employee and supervisor of determination.
- Notify when return to work is authorized by doctor and if any restrictions apply.