

UMOR – Family and Medical Leave Act (FMLA) Process

Policy Statement

In cases where a UMOR unit believes that an employee has experienced an event governed by FMLA, the supervisor should notify UMOR HR via email (UMOR.HR.Team@umich.edu) as quickly as possible. UMOR HR will provide guidance and assistance to units in administering FMLA. It is the responsibility of the UMOR unit Director and individual supervisor to understand the law and ensure that it is appropriately implemented in the unit.

UMOR HR will prepare the required notification letter to the employee. While UMOR units are responsible for tracking FMLA reported time, UMOR HR will run Payroll/Timekeeping reports to review usage and assist as needed to ensure that reported time is accurate and complete.

Policy Applies To

UMOR unit Directors and supervisors
 UMOR employees

References

UM FMLA Tutorial (<https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/fmla>)
[SPG 201.30 – Unpaid Leaves of Absence](#)

Relevant Definitions

FMLA – Family and Medical Leave Act
 UMOR – U-M Office of Research

Responsible for Reviewing and Updating Policy:

UMOR Associate Director for Human Resources

Version Number: 001	Implementation Date:	September 1, 2020
	Revision Date:	
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