

**Process Title: UMOR Family and Medical Leave Act (FMLA) Process**  
 Process Map Title: UMOR – FMLA Process Map – Employee Illness or Injury  
 Process Map Title: UMOR – FMLA Process Map – Family Member, Etc.

**Process Overview**

This document defines the steps involved when a UMOR unit encounters a situation which may be covered by the Family and Medical Leave Act (FMLA).

**Procedures**

When an employee experiences or anticipates a possible FMLA event, they should inform their supervisor, providing 30 days advance notice when possible. The employee should also complete the appropriate form:

- the Work Connections Injury and Illness Form (for self-injury or illness except childbirth): <http://www.workconnections.umich.edu/wp-content/uploads/2019/11/wc-patient-authorization-release-111319.pdf>
- or the appropriate Department of Labor form for Family Member or other covered situations: <https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/fmla/fmla-guidelines-forms> which is submitted to UMOR HR.

**NOTE:** UM has a policy and process for parental and maternity (childbirth) leave which can run concurrently with FMLA. Consult [the Maternity \(Childbirth\) and Parental Leave](#) toolkit.

**NOTE:** **Employees paid on Sponsored Funds** should consult the [ORSP website](#) for information about processes which are specific to these funding sources.

Supervisors should notify UMOR HR (via email to [UMOR.HR.Team@umich.edu](mailto:UMOR.HR.Team@umich.edu)) about any possible FMLA event, and consult the UM FMLA Tutorial: <https://hr.umich.edu/working-u-m/management-administration/additional-resources-supervisors-managers/fmla>. While UMOR HR staff are available for guidance and support, it is the responsibility of the supervisor and unit to understand the law and ensure that it is appropriately implemented in the unit.

Supervisors must first determine if an employee is eligible for FMLA and if the event is a qualifying event. Work Connections will determine if an employee illness or injury event is eligible for Extended Sick coverage after consulting with the employee’s physician. *Supervisors are asked to forward communications they receive from Work Connections to UMOR HR to keep them informed.*

For family member or other qualifying events, the employee should complete the appropriate Department of Labor form and have signed by a doctor, and submit to UMOR HR.

Version Number: 001	Implementation Date:	September 1, 2020
	Revision Date:	
Page 1 of 1	Review Date:	

**Process Title: UMOR Family and Medical Leave Act (FMLA) Process**  
 Process Map Title: UMOR – FMLA Process Map – Employee Illness or Injury  
 Process Map Title: UMOR – FMLA Process Map – Family Member, Etc.

UMOR HR will handle the notification process for employees. Employees will be informed as to:

- whether the event qualifies for FMLA coverage
- if so, relevant information including details of the FMLA benefit year.

As FMLA is unpaid time, employee time must be reported using UM payroll earning codes as well as the supplemental code of FML. See UMOR Time Reporting Guideline for more information. Supervisors must ensure that both codes are entered for all FML reported hours and approve such time in the UM electronic timekeeping system. UMOR HR will run reports to review FMLA time for UMOR employees and work with units to ensure that all such time is accurately and completely reported.

If an employee uses all available paid time during an FMLA event, then the supervisor should consult with UMOR HR about processing a leave in the UM HR system. An employee must have reported paid time or a formal unpaid leave in the UM HR system to continue their employment. If an unpaid leave is required, the impacted staff member starts the process by completing [Form 36609](#) and submitting to their supervisor who in turns signs and submits to UMOR-HR.

If an employee has been approved for Extended Sick usage, Work Connections will interface with the doctor and notify the supervisor and employee when return to work is authorized. Supervisors must make doctor prescribed accommodations for Employee Illness or Injury situations as needed to ensure a successful return to work for the employee.

**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](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  
 UMOR HR email address: <mailto:UMOR.HR.Team@umich.edu>

**Responsible for Reviewing and Updating Policy:**

UMOR Associate Director for Human Resources

Version Number: 001	Implementation Date: September 1, 2020
	Revision Date:
Page 1 of 1	Review Date: