

Process Title: OVPR Family and Medical Leave Act (FMLA) Process

Process Map Title: OVPR – FMLA Process Map – Employee Illness or Injury

Process Map Title: OVPR – FMLA Process Map – Family Member, Etc.

Process Overview

This document defines the steps involved when an OVPR 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 personal injury or illness except childbirth).
- or the appropriate [Department of Labor form](#) for Family Member or other covered situations, which is submitted to OVPR HR.

NOTE: U-M has a policy and process for parental and maternity (childbirth) leave which can run concurrently with FMLA. Consult [Maternity \(Childbirth\) and Parental Leave](#) information on the HR website.

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 OVPR HR (via email to UMOR.HR.Team@umich.edu) about any possible FMLA event, and consult the [U-M FMLA Tutorial](#). While OVPR 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 OVPR HR to keep them informed.

For care of a family member or other qualifying events, the employee should complete the appropriate [Department of Labor form](#) and have it signed by a doctor, and submit to OVPR HR.

OVPR 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 U-M payroll earning codes as well as the supplemental code of FML. See [OVPR FMLA Timekeeping Overview](#) guideline for more information. Supervisors must ensure that both codes are entered for all FML reported hours and approve such time in the U-M electronic timekeeping system.

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OVPR HR will run reports to review FMLA time for OVPR 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 OVPR HR about processing a leave in the U-M HR system. An employee must have reported paid time or a formal unpaid leave in the U-M HR system to continue their employment. If an unpaid leave is required, the impacted staff member starts the process by completing the [OVPR Request for Leave of Absence](#) and submits to OVPR 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

- [U-M FMLA Tutorial](#)
- [SPG 201.30 – Unpaid Leaves of Absence](#)
- [OVPR FMLA Timekeeping Overview](#)

Relevant Definitions

FMLA – Family and Medical Leave Act
 OVPR – Office of the Vice President for Research
 OVPR HR email address: UMOR.HR.Team@umich.edu

Responsible for Reviewing and Updating Policy:

OVPR Director of Human Resources

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