



OVPR – Family and Medical Leave Act (FMLA) Process

Policy Statement

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

OVPR HR will prepare the required notification letter to the employee. While OVPR units are responsible for tracking FMLA reported time, OVPR 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

OVPR unit directors and supervisors
OVPR employees

References

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

Relevant Definitions

FMLA – Family and Medical Leave Act
OVPR – U-M Office of the Vice President
for Research

Responsible for Reviewing and Updating Policy:

OVPR Director of Human Resources

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