

Family and Medical Leave Act Road Map

FMLA leave requested by employee or employer learns employee's leave may qualify under the FMLA

Determine if medical certification is necessary and notify employee of rights and responsibilities

Continuous
Leave:
employee
remains in
contact with
HRSTM and
supervisor
regarding
returning to
work

Employee records absences accurately on time and attendance record

















HRSTM
Determines if
employee is
eligible for
FMLA and
notifies
employee

Leave designation is made by HRSTM Intermittent
Leave:
employee
follows regular
call-in
procedures and
schedules
absences in
advance
whenever
possible

HRSTM maintains health benefits while employee is on leave