

Family Medical Leave Process Checklist for UK Healthcare Supervisors

- Supervisor becomes aware an employee may have an FML qualifying event. This need could be because of one of the following:
 - a. Pregnancy
 - b. Misses more than three consecutive days of work
 - c. Absent on an intermittent basis due to a health condition
 - d. Hospitalized
 - e. Is needed to care for a family member (spouse, parent, child-under the age of 18)
 - f. Is needed to care for a covered family member of the armed forces.
- Present the employee with the FML memo and application, notifying them of their rights to FML, and giving them 15 calendar days to apply for FML. Make sure the employee signs the memo, and a copy is faxed to the FML administrator at 257-2010.(Memo can be found on the FMLA Website)
- If the employee returns the completed forms back to you, they need to be faxed immediately to the FML Administrator at 257-2010.
- Once the employee has returned back to work, their return back to work certificate with no restrictions needs to be faxed to the FML Administrator at 257-2010.

Incomplete forms will not be processed.

If you have any questions please contact the FML Administrator at 257-2010.

Please note that all conversations dealing with FML must be documented, and no FML applications can be kept in the employees personnel file.