



UMOR Operational Procedure Resource Document:

TITLE: UMOR Family and Medical Leave Act (FMLA) Checklist

Additional and more detailed **information** about FMLA can be found on the University of Michigan Human Resources website:

[FMLA tutorial](#)

EMPLOYEE ACTIONS

- ☐ Notify supervisor, 30 days in advance when possible
- ☐ If covered by a collective bargaining agreement, consult with the applicable collective bargaining agreement.
- ☐ Complete appropriate paperwork:
 - a. Employee injury or illness: [Work Connections form](#)
 - b. Family member event: [completes federal form](#) and submits to [UMOR HR](#)
 - c. If unpaid leave is necessary, complete [Request for Leave of Absence – Form 36609](#)

SUPERVISOR ACTIONS

- ☐ Confirm [FMLA eligibility](#)
 - ☐ Length of employment
 - ☐ Employee effort
- ☐ Confirm that the event is covered under [FMLA guidelines/qualifiers](#).
 - ☐ Due to an employee's illness, injury, pregnancy, child birth or adoption.
 - ☐ Due to a family member's illness, injury, pregnancy, child birth or adoption.
 - ☐ To care for a service member with a serious illness or injury.
 - ☐ Qualifying Exigency Leave
- ☐ Contact [UMOR HR](#) to discuss the situation.
- ☐ Review and approve reported time, ensuring that FML code is used in addition to earning code
- ☐ Contact [UMOR HR](#) in advance of paid time being depleted to discuss possible unpaid leave
- ☐ If unpaid leave is required, discuss with employee and approve Request for Leave of Absence Form when submitted by employee
- ☐ Ensure return to work is successful by making doctor prescribed accommodations as needed.

UMOR-HR ACTIONS

- ☐ UMOR HR provides guidance and support to UMOR supervisors throughout FMLA process
- ☐ UMOR HR confirms employee's absence is FMLA related
 - ☐ If approved, the employee is provided written notification of FMLA coverage details including benefit year dates.
 - ☐ Review and approve Federal Form for family member events
- ☐ Provide guidance to UMOR supervisors about possible unpaid leaves if paid time will be depleted
- ☐ Track FML usage, run payroll reports, ensure time is reported correctly in Payroll system.
- ☐ Approve unpaid leave and create PAR to process in HR system

WORK CONNECTIONS ROLE

- ☐ Interface with doctor and employee.
- ☐ Determine if employee illness or injury is eligible for Extended Sick Benefit. Notify employee and supervisor of determination.
- ☐ Notify when return to work is authorized by doctor and if any restrictions apply.