



FMLA Employee Checklist

Follow these steps to make sure your absence is covered by the Family and Medical Leave Act:

- Talk with your supervisor about an upcoming, extended absence.**
 - Provide at least 30 days' notice for a foreseeable event, such as the birth of a child or planned medical treatment.
 - If 30 days' notice isn't possible, or when the absence isn't foreseeable, let your supervisor know as soon as practical.
 - For planned medical treatment or intermittent leave, consult with your department to minimize disruption to business operations.

- Find out from your unit HR professional: 1) if your absence qualifies for FMLA, and 2) what paid or unpaid leave is available to you.**
 1. Your eligibility for FMLA depends on the reason for your absence and whether you meet the minimum requirements for length of employment at the U. Your unit's HR department can verify your eligibility.
 2. Depending on your situation, you may be eligible for vacation, sick time, comp time, parental leave, medical leave, disability, or other types of paid or unpaid leave that will run concurrently with FMLA leave. Your unit HR professional can offer advice on how this works.

- Read the FMLA forms sent to you.**

Please read carefully, and respond as required to the following three forms you will receive from the University regarding your FMLA leave:

 1. [FMLA Designation Notice](#) (docx)
 2. [FMLA Notice of Rights and Responsibilities](#) (pdf)
 3. [Notice of Rights Under FMLA](#) (pdf)

- Provide any additional information requested by your unit or supervisor.**

In some cases you may be asked to provide documentation to confirm the nature of your absence. Under FMLA, you have up to 15 calendar days to provide requested documents.

- Stay in touch with your supervisor and unit HR department about your absence.**

Keep them notified of the anticipated timing and duration of your absence and return to work.

For more information on each step, visit the Office of Human Resources' FMLA web page for employees: <https://humanresources.umn.edu/vacations-leaves/fmla-employees>.