



## FMLA Request and Review Process Employee/Supervisor

### Process:

1. The employee will request leave (the employee probably will not say FMLA, but rather make a request for leave).
2. The Commission supervisor shall notify and assist Administration to evaluate the request and if it sounds like the request for leave might come under FMLA then the supervisor with the assistance of Human Resources shall within 5 days of the request for leave make sure the employee is provided with the appropriate two forms from the following:

[Notice of Eligibility & Rights and Responsibilities](#) and  
[Certification of Health Care Provider for Employee's Serious Health Condition](#) or  
[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

3. The employee and supervisor will need to work together to complete the Notice of Eligibility & Rights and Responsibilities form and submit the form to Human Resources to be placed in the employee's file.
4. The employee shall have 15 days to complete and return the appropriate Certification of Health Care Provider (Certification) form to their supervisor and Human Resources.
5. The supervisor/Human Resources must review the Certification. If the Certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the Certification complete and sufficient.
6. Once the Supervisor/Human Resources concurs that the Certification is complete then the supervisor/Human Resources will complete a Designation Notice and will place both the Certification and the Designation Notice in the employees file.

[Designation Notice](#)

Note: Typically, the Certification will state the conditions and time period that the employee will be absent.

**Confidentiality.** The employee's information should be kept confidential and shared only with those that need to know (management, supervisor, human resources...). Otherwise the employee's request and medical information should not be discussed with others.