ES Leave Programs - FAMLI, FMLA, and Parental Leave Process

Employee	Supervisor	Employee Services (ES)	Department HR	Campus HR

Employee requests leave by submitting an application via employee portal

Supervisor (or HR) may request leave by submitting an application on behalf of employee

Notifies supervisor and department/HR contact of leave request*

Provide ES with existing FML or parental leave files (crossover cases only)

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Determines Leave Eligibility

Not Eligible → Employee is notified and referred to ADA or other resources

Employee can file an appeal

Eligible → Employee is notified and given applicable documents and next steps

Has insight into case to handle performance management, supervisor interference/retaliation, and provide any additional resources for employee and supervisors

Appeal approved

Employee submits medical certification and/or other applicable documents

Determines if paperwork is sufficient

Med cert approved → Leave designation sent to employee, supervisor and HR contact

Ensures all appropriate parties within department/unit are notified, answers questions as needed

Has insight into case to handle performance management and supervisor support

Med cert denied → Employee is notified and provided appeal resources

Prepare and calculate *Leave Plan*; send to employee, supervisor and HR contact

Employee can file an appeal

Appeal approved

Works on schedule/coverage issues

Process FAMLI benefits and audit payroll

Uses *Leave Plan* to assist employee with entering leave into timekeeping system and submitting timesheets**

Employee uses *Leave Plan* to enter leave into timekeeping system and submit *Leave Usage Report**

Quarterly report to state

Will monitor leave remaining and recertification processes if necessary

Updates AbsenceTracker with leave usage based on *Leave Usage Report*

*ES reserves the right to withhold notification if the leave start date is more than 30 days in the future and the employee has requested confidentiality.
**Faculty paid on contract will not be required to enter leave into any timekeeping system. They will be required to submit the *Leave Usage Report*.