

Is the leave due to an employee's serious health condition, pregnancy, childbirth, or adoption?

YES

Is the leave due to the serious health condition of the employee's spouse, child, or parent?

NO

YES

NO

Has the employee been employed for at least 12 months and worked at least 1250 hours during the last year, exclusive of leave, closings, and holidays?

NO

FMLA does not apply.

YES

NO

Is the absence due to hospitalization in excess of 3 calendar days and require subsequent treatment by a healthcare provider?

NO

Is the absence due to the health condition that requires treatment or a chronic condition that can cause the employee to take leave intermittently?

YES

YES

Does the completed certification form support the need for absence?

NO

YES

FMLA does not apply.
Further investigation may be needed.

FMLA Applies.
Subtract the amount of FMLA taken in the last 12-months from the 12-week allotment to determine remaining time available.