OBJECTIVE
To set forth procedures for the approval and use of Family and Medical Leave (FML) for regular staff.

WHO IS AFFECTED?
Refer to the Decision Tree on pg. 2 to determine eligibility for FML.

PROCEDURE
1. Request for FML by the Employee
   When an employee is or will be absent for three (3) or more days due to specified family and personal medical reasons, the employee must notify their supervisor immediately and complete a FML Request Form. The request form is available in Human Resources or online and must be submitted to HR-Employee Relations.

2. Request for FML by the Supervisor
   If an employee is unable to notify HR, the supervisor can complete the FML Request Form and submit it to HR-Employee Relations on behalf of the employee.

3. Medical Certification
   The employee is responsible for providing a medical certification to support the request for FML. The certification is to be completed by the healthcare provider and returned to HR-Employee Relations for approval. Failure to submit a complete, appropriate, and timely certification may result in leave being delayed or denied.

Maintaining the FML Leave Record; Reporting Deadline
The department maintains a record of FML absences in IRIS on the Bi-weekly or Salaried Employee time report. The approved twelve-week per twelve-month period is measured from the first day of FML.

4. Use of Accrued Time
   UTHSC requires employees to use sick leave until exhausted. If sick
leave is exhausted, the employee must use annual leave, personal day or compensatory time prior to taking an unpaid leave of absence.
See also:
Leaves of Absence, HR0355; Sick Leave, HR0380; Sick Leave Bank, HR0382 for guidance when the Family and Medical Leave have been exhausted.

**FMLA Decision Tree**

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

**YES**
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?

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

Yes

No

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

Yes

No

Does the completed certification form support the need for absence?

Yes

No

FMLA does not apply.

Further investigation may be needed.

FMLA does not apply.

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

No

FMLA Applies.

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