

UT Health Science Center: HR0338-H Family and Medical Leave	
Version 1	Publication Date: 05/25/2022

No./Title: 338 – FAMILY AND MEDICAL LEAVE	Resp. Office: HUMAN RESOURCES	Effective Date: 03/14/2014
Category: LEAVE	Last Review: 05/21/2021	Next Review: 05/21/2024
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Related Policies: <a href="#">HR0338 – Family and Medical Leave</a>		

## 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 the accounting system 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

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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.

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See also:  
Leaves of Absence, HR0355; Sick Leave, HR0380; Sick Leave Bank,  
HR0382 for guidance when the Family and Medical Leave have been  
exhausted.

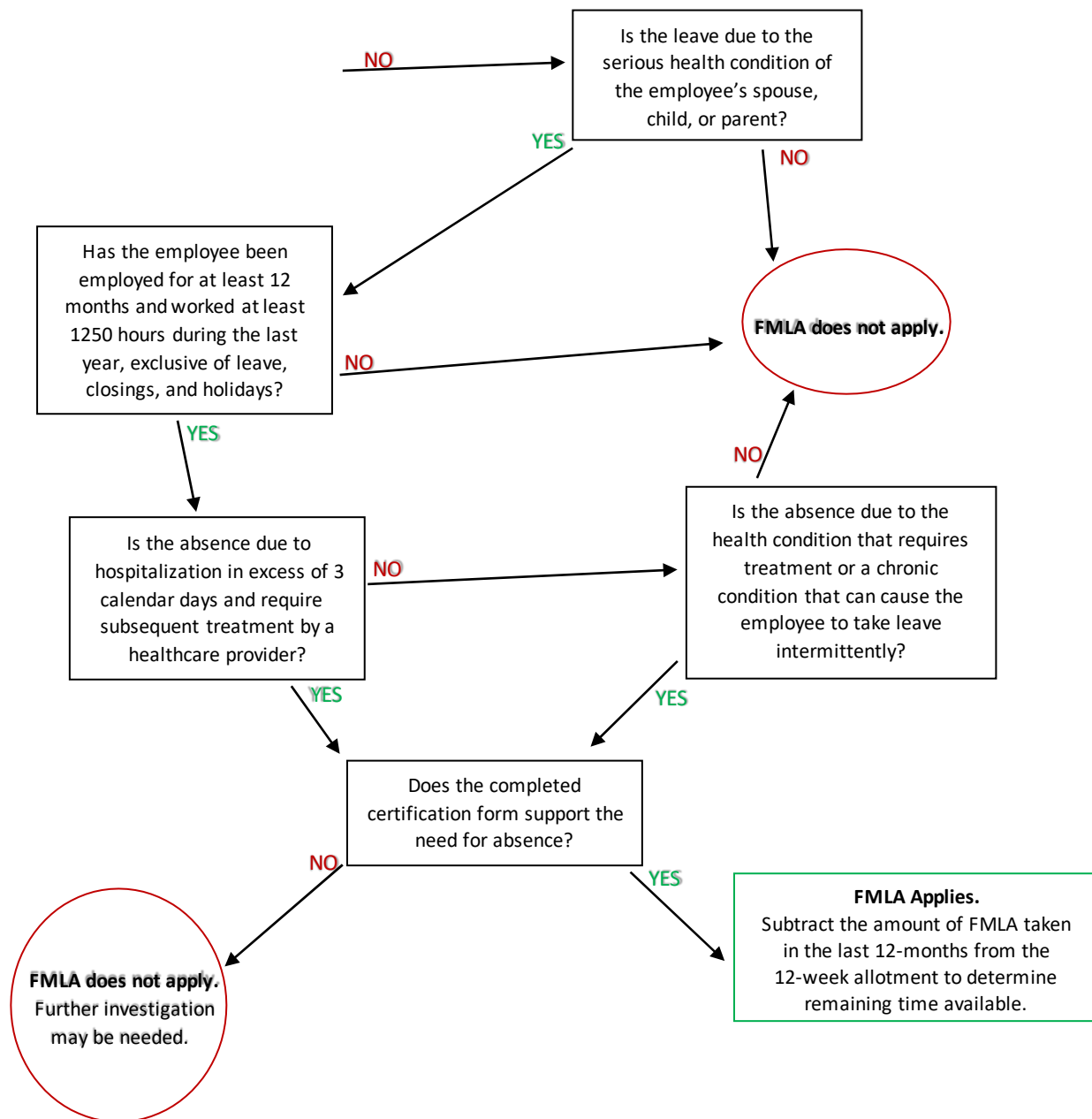
### FMLA Decision Tree

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

YES



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