

System-wide Policy:	
HR0338-UTSA Procedure: Family and Medical Leave	
Version: 1	Effective Date: 08/16/2023

Objective: To set forth procedures for the approval and use of Family and Medical leave (“FMLA”).

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 or personal medical reasons, the employee must notify their supervisor immediately and complete a FML Request Form. The request form is available on the campus or institution’s Human Resources website.

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 medical certification form is available on the campus or institution’s Human Resources website. 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 request being delayed or denied.

4. Maintaining the FML Record; Reporting Deadline

The employee’s campus or system department maintains a record of FML absences in the Employee Resource Planning (ERP) 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.