

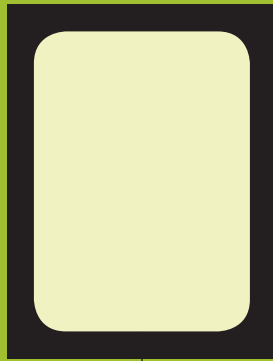
7KH)0/\$ /HDYH 3URF

7KLV 5RZFKDUW SURYLGHV JHQHUDO LQIRUPDW LQLWLDO UHTXHVW IRU)0/\$ OHDYH VWHS E\ VW sometimes complicated FMLA process.

Please note, it is ESSENTIAL for you to be familiar with your employer's leave policy. There are several instances throughout the FMLA leave process where you will need to comply with BOTH the FMLA regulations AND your employer's leave policy.

STEP 3

You must provide a completed FHUWL4FDW your employer ZLWKLQ calendar days Please see page 12



CERTIFICATION REQUESTED

CERTIFICATION NOT REQUESTED

START HERE

STEP 1

You must QRWLI your employer ZKHQ \RX need leave Please see page 7

STEP 2

Your employer must QRWLI \RX DUH HJLEOH IRU)0/\$ OHDYH ZLWKLQ 4Y EXVLQHVV DIV Please see page 8

STOP

Your leave is not)0/\$ SURWH (You may request OHDYH DJDLO IXWXUH (PSC

STOP

Your leave is not
) 0/\$ SURWH WHG
(You may request
OHDYH DJDLO Q WKH
IXWXUH

NOT DESIGNATED

STEP 4

Your employer
must QRWLI\ RX
ZKHWKHU \ XU
OHDYH KDV EHHQ
GHVLJQDW\ G DV
) 0/\$ ZLWKL 4YH
EXVLQHVV D\ V
Please see page 8

STEP 5

Your leave is
) 0/\$ SURWH V
(There are employee
UHVSQRVLEL
ZKLOH RXW
FMLA leave.)
Please see page 8

STEP 6

When you
HUGH WXUQ W
your employer
must return you
to your same or
nearly identical
MRE
Please see page 14

STEP 1

Your employer must provide a written notice of the FMLA if it is required

STEP 2

You must provide a written notice of the FMLA if it is required