Family & Medical Leave Act (FMLA) Procedures

**Step 1:** Notify HR and your immediate supervisor as soon possible after you realize FMLA is needed.

**Step 2:** Receive FMLA documentation from HR
HR will provide employee with Fact Sheet #28, Request for Family/Medical Leave form, Medical Certification Form, and a FMLA Leave Request Form.

**Step 3:** Request for FMLA Form
Complete the Request for Family/Medical Leave Form as soon as you become aware of an absence that may qualify under FMLA. The original form must be submitted to your supervisor and a copy to the HR Office. This form should be submitted at least 30 days (when possible) before the leave is to begin.

**Step 4:** Determine Eligibility
You should receive a determination of eligibility from Human Resources within 2 business days after the Request for Family/Medical Leave form has been submitted.

**Note:** You must be employed at least 12 months and have worked at least 1,250 hours during the previous 12 months.

**Step 4:** Medical Certification Form
After eligibility has been determined, take the Medical Certification Form to your attending physician or health care provider and have them complete the certification portion. Be sure you and your doctor sign and date the form. The certification form must be returned to HR within 15 calendar days of receipt. Failure to provide the certification may result in denial or and/or delay in taking leave.

**Step 5:** Lawson State Community College FMLA Leave Request Form
Complete the FMLA Leave Request form. Sign and date the leave request form and have your immediate supervisor approve the leave. Forward the leave form to HR for processing. This should be done prior to taking leave.