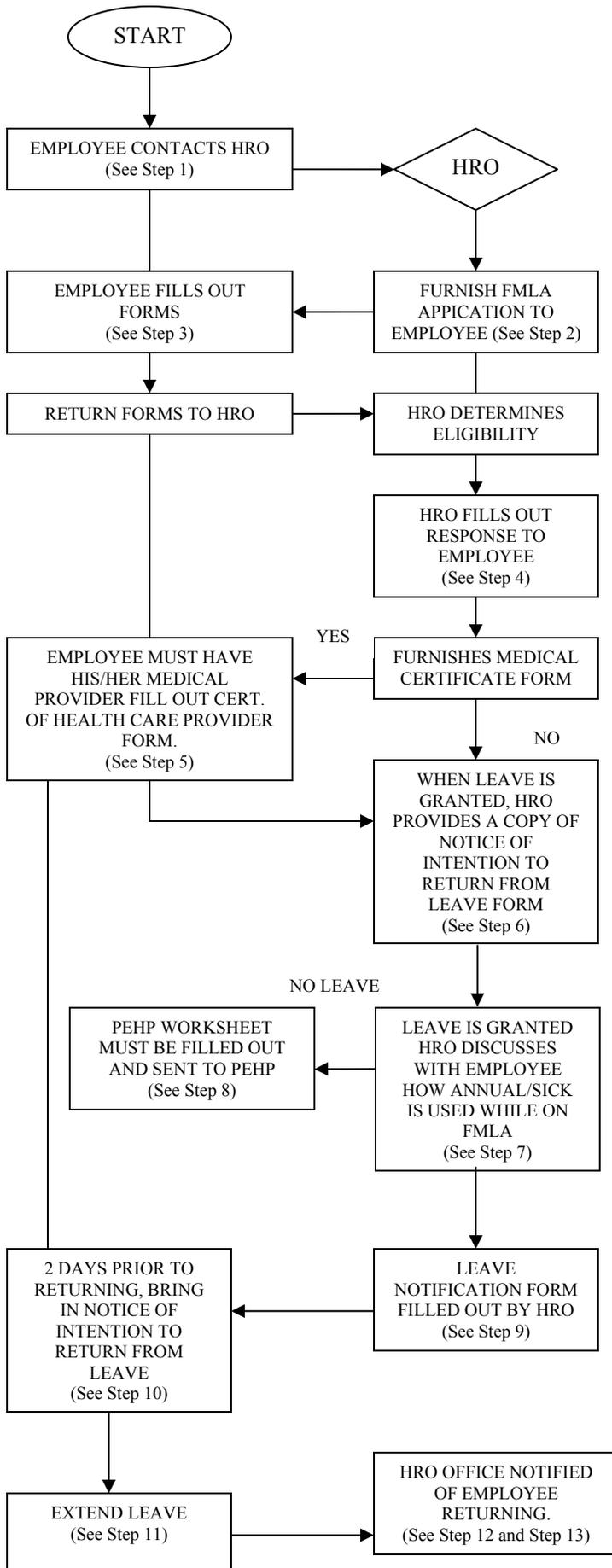




FMLA PROCEDURES FOR STATE EMPLOYEES

UTAH NATIONAL GUARD



1. Employee contacts the Human Resource Office (HRO) to discuss the need for proposed FMLA leave.
2. HRO furnishes the employee with the Application for Family Medical Leave form.
3. Employee fills out the form which includes proposed dates for leave needed and has his/her supervisor sign the form. An eligible employee may take up to 12 weeks within a 12-month period. The form is returned to HRO in a timely manner.
4. After researching eligibility of employee to take FMLA leave, HRO fills out the Response to Employee FMLA Request form within one day of receiving the application and gives it to the employee. The form designates whether or not medical certification is required as a condition of granting the leave.
5. If medical certification is required, the employee must have his/her medical provider fill out the Certification of Health Care Provider form and return the form to HRO in a timely manner, but it must be received before the FMLA leave begins.
6. When FMLA leave is granted, as indicated on the Response to Employee FMLA Request form, HRO also provides employee a blank copy of the Notice of Intention to Return from Leave form for the employee's future use.
7. When leave is granted, HRO then discusses with the employee how they would like their annual/sick leave hours entered on their timecard while they are on FMLA. These hours will cover the cost of the employee's benefits as well as provide them with full or partial pay, depending on how many hours they have accrued when FMLA leave starts.
8. If the employee has no leave balances, the PEHP Leave Worksheet must be filled out and sent to PEHP so that employee may be billed for premiums to cover benefits while they are on FMLA. The HRO office must enter the employee in the State's HRE system as LWOP status.
9. When FMLA leave begins, a Leave Notification form must also be filled out by HRO then sent to the Utah Retirement Systems (URS) office. Employee does not receive retirement credit while on FMLA leave.
10. Toward the end of the designated leave period, but not more than two days before returning, the employee should mail or bring in the Notice of Intention to Return from Leave form so that the office is aware they are returning. The employee is then bound to return on the designated day. An employee may return earlier than their original projected return date, but not later than that date.
11. If the employee would like to extend FMLA leave, and they have the weeks available to do so, they need to make a formal request in writing to extend the leave and include the new date they expect to return to work. This must be approved in advance.
12. When the HRO office is notified the employee has returned, they fill out the bottom portion of the URS Leave Notification form and fax it to the URS office so that retirement credit for the employee resumes.
13. If the employee was entered in the HRE system in LWOP status, the HRO re-enters them in an active status, and notifies the payroll clerk.