Process for Requesting Staff Family Medical Leave (FML)
Updated on 10/19/2017

Overview:
This process is to be followed for Family and Medical Leave (FML). The responsibility for approving FMLA is delegated jointly to the Supervisor, CHS HR Administrator and the Human Resources Office of Employee Relations. The HR & Faculty Administrator shall be responsible for maintaining accurate records of FMLA leave in the University's centralized resource information system.

Policy:
Any employee who has been a University employee (regular, temporary, faculty or student) for 12 months (not necessarily consecutive months, but within the last 7 years) and has worked at least 1,250 hours during the previous 12 month period may take up to 12 weeks of unpaid leave.

Process:
1. The Supervisor becomes aware an employee may have an FML qualifying event. This could be for one or more of the following reasons:
   a. Pregnancy
   b. Missing more than three consecutive days of work OR is incapacitated for more than 3 consecutive calendar days.
   c. Being absent on an intermittent basis due to a health condition.
   d. Hospitalization
   e. To care for qualifying family member (spouse, parent, child, sponsored adult dependent, sponsored child dependent).
   f. To care for a qualifying family member of the armed forces.
2. Supervisor informs HR Administrator of the event.
3. HR Administrator will present the employee with the 15 Day memo and FML Application, notifying the employee of his/her rights to FML and giving the employee 15 calendar days to apply for FML. The employee and supervisor sign the memo, then give a copy to the HR Administrator, whom will fax a copy to the FML Administrator.
4. The employee or health care provider will submit the completed FML application directly to the FML Administrator via email (lindseyhpowell@uky.edu), fax (859-257-1679), or in person (1101 S. Limestone). FML Application should not be submitted directly to the supervisor or HR Administrator.
5. Once the employee returns to work, the return to work note should be submitted to the HR and Faculty Administrator and then submitted to the FML Administrator.
6. If an employee has restrictions upon/prior to returning to work the HR Administrator will contact the FML Administrator to evaluate the restrictions.

Resources:
UK Policy #81.0: Family and Medical Leave Act
FML FAQs
FML Application
FML 15 Day Memo