Employee Responsibilities under FMLA

FMLA allows employees to balance their work and family lives by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish this in a manner that accommodates the legitimate interests of employers, minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.

As an employee requesting family leave, you are expected to provide your supervisor with appropriate notification and documentation.

- To be entitled to FMLA leave, employees must give at least a 30-day advance notice for foreseeable leave, or as much notice as is possible and practical. For unforeseeable leave, you must provide notice as soon as possible.
- You must document the need for leave by completing and submitting one of the appropriate forms listed on the FMLA page. You must provide the requested certification (if needed) within the time frame requested (the institution must allow at least 15 calendar days after its request), unless it is not practical to do so despite the employee's diligent, good-faith efforts.
- Medical recertification may be required for prolonged illnesses.
- For a personal serious health condition, you may be required to present a fitness-for-duty clearance from your health care provider before being reinstated to active duty.
- If you are out of annual and sick leave, you must make arrangements to pay your health insurance premiums. Please contact UWG Human Resources to make these arrangements.
- You must notify your supervisor of any change of circumstances for which your leave is being taken.
- You are expected to return to work by the end of the approved FMLA leave. If you do not return, and if failure to return is not due to a continued or newly documented qualifying serious health condition, we cannot guarantee protection of your position.
- Once you have reviewed your responsibilities, please consult with UWG Human Resources if you have further questions. Please review your FMLA rights and benefits.

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