

Timeline for FMLA

Employee Name:

Date of Leave Requested:

Date

_____ Employer must provide General Notice [post, electronic, to new hires, in handbook]

_____ Employee provides notice of leave 30 days in advance of leave, if foreseeable, or as soon as possible.

_____ **Within 5 business days** of an employee's notice or within 5 days of an employer learning leave may be FMLA-eligible, an **employer provides/request:**

- An Eligibility notice;
- Rights and Responsibilities notice;
- Designation notice [note essential job functions] and
- Request for Certification (medical or **qualify exigency**) (including essential job functions)

_____ **Within 7 days of onset of incapacity:**

If serious health condition, employee must visit health care provider.

_____ **15 calendar days after employer's request for medical certification:**

Employee must provide certification and 7 more days after being notified by employer to cure any deficiencies.

_____ **Within 30 days of beginning of leave:**

Employee must receive treatment two (or more) times from health care provider (absent extenuating circumstances) **or** a one-time treatment that results in regimen of continuing treatment under supervision of health care provider.

_____ **Every 30 days** if employee uses intermittent leave employer may require fitness for duty certification.

_____ **Re-certification:**

- **Every 30 days:** Employer may ask for re-certification if employee expense, in connection with an absence, for chronic/long-term illness or pregnancy.
- **In under 30 days:** Employer may request re-certification if employee asks for extension of leave, circumstances have changed or employer doubts employee's medical status
- **At least 15 days after request from employer,** employee has to submit re-certification.

_____ **Fitness for Duty:**

Employer should require fitness for duty certification upon returning to work, whether employee has been on intermittent leave or continuous leave.