

# Family Medical Leave Act (FMLA): Quick Reference Guide

Application Process

**Step 1: Complete the FMLA Request and Receive Eligibility Determination**

The employee should submit the FMLA request on the MAHEC intranet. Talent Management (TM) determines whether the employee is eligible for FMLA based on 1,250 service hours and 52 weeks of service. TM determines the amount of time the employee has available under FMLA based on any previous FMLA used within the past 12 months. If eligible, TM will send an eligibility notice and medical certification form to the employee and manager to complete Step 2 of the application process.

**Step 2: Complete Medical Certification Form**

The employee gives the medical certification to their healthcare provider to complete and authorize. The healthcare provider submits the medical certification to Talent Management (TM). TM will review the medical certification to make a medical leave determination.

**Step 3: FMLA Approval or Denial**

If the employee is eligible (Step 1) and has an approved medical leave determination (Step 2), the employee and manager will be notified by Talent Management (TM). If the FMLA request is denied, the employee and manager will be notified by TM and informed of any other options that may be available.

**Step 4: While on FMLA**

All employees on leave will code on an hourly basis. If the employee is on leave, the employee must designate their time as 'Intermittent FMLA Access' or 'FMLA' in Workday each time when coding absences due to FMLA leave.

**Step 5: Returning from FMLA**

The employee should contact their supervisor and Talent Management (TM) at least a week in advance to provide their medical release to return to work and the date of return. If on a continuous leave for their own condition, the employee should have their healthcare provider provide a release to return to work to TM. If the employee has work restrictions, contact TM for further assistance. If an employee needs additional leave time and has FMLA time available, they should contact their healthcare provider to request an extension of the leave. If the employee has exhausted their FMLA leave, the employee may be eligible for Non-FMLA leave.

**Talent Management Contacts:**  
 Secured Fax: 828.407.42885 (all FMLA documentation should be sent via secured fax)  
 FMLA Email: [totalrewards@mahec.net](mailto:totalrewards@mahec.net)  
 Total Rewards Manager: 828.257.4723

