

Evangel University FMLA Procedures

FMLA Leave is job-protected leave for an eligible employee during an extended period of absence (up to 12 weeks) due to serious eligible illness of self/qualified family member or due to birth/adoption of a child. * **For more information, please consult [the FMLA ACT](#) or [Staff Handbook](#).**

If an Employee knows he or she is going to be absent for more than three days due to an FMLA-Qualifying Event, FOLLOW THESE STEPS:

STEP 1

The Employee is responsible for informing his or her Supervisor 30 days in advance, if foreseeable, in writing or via email. The supervisor is responsible to forward the documentation to HR.

STEP 2

Within 5 days of notification, HR will send the Employee a copy of the paperwork (FMLA procedure, FMLA Medical Authorization and appropriate request form) and start and FMLA Event Log Sheet.

STEP 3

The Employee is responsible for completing the FMLA paperwork and submitting completed paperwork to HR.

STEP 4

HR will send the employee a response to their FMLA request and contact the Supervisor about recording the employee's hours.

Once it is determined that it's an FMLA-Qualifying Event, the employee's supervisor is responsible for tracking all hours absent during the FMLA Leave as "FMLA."

*Employees are required to use their accrued SICK hours while on FMLA first and then VACATION hours may be used. When these benefits run out, so do Holidays. The Employee will retain his or her health coverage but is still responsible for paying all premiums and deductions during this time.

*IF NO paperwork is submitted to HR, but the Leave has been approved by the Supervisor and determined by HR as an FMLA-Qualifying Event, the hours will STILL be tracked as FMLA Leave.

STEP 5

Employees will be asked to provide a Medical Release from his or her doctor before returning to work when the Leave is due to employee's own serious health condition.

STEP 6

When employee returns to work, Supervisor notifies HR immediately with the return date.

Entering Hours for Employees on FMLA

Hourly Employee's Timecard

<input type="checkbox"/>	<input type="checkbox"/>	Sun	08/12/2012							597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	08/13/2012	08:00 AM	04:30 PM	8.00	8.00			597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	08/14/2012	08:00 AM	04:00 PM	8.00			SICK	597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	08/14/2012	08:00 AM	04:00 PM	8.00	16.00		FMLA	597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	08/15/2012	08:00 AM	04:00 PM	8.00			VACTON	597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	08/15/2012	08:00 AM	04:00 PM	8.00	16.00		FMLA	597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	08/16/2012	08:00 AM	04:00 PM	8.00	8.00		FMLA	597010	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	08/17/2012	08:00 AM	04:00 PM	8.00	8.00		FMLA	597010	
<input type="checkbox"/>	<input type="checkbox"/>	Sat	08/18/2012							597010	

- Put in the number of hours the employee is scheduled to work as FMLA hours. Do not include lunch.
- Add a second line and enter same number of hours, designating as sick or vacation.
- If employee has exhausted sick and vacation, then just enter FMLA hours.

Salary Employee's Timecard

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	07/23/2012	8.00		VACTON	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			8.00	16.00	FMLA	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	07/24/2012	8.00		VACTON	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			8.00	16.00	FMLA	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	07/25/2012	8.00		VACTON	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			8.00	16.00	FMLA	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	07/26/2012	8.00		VACTON	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			8.00	16.00	FMLA	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	07/27/2012	8.00		FMLA	540010		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			8.00	16.00	ABSENT	540010		

- For Salaried Employees, All FMLA hours have to be matched with Sick, Vacation, or Absent hours.

REMINDER!!! As soon as an employee returns from FMLA, be sure to notify Susan Griffith.