



“A New Beginning”

OFFICE OF HUMAN RESOURCES

Procedure for Requesting Family and Medical Leave Act (FMLA) Leave

1. Employee becomes aware that he/she will need time off from work because of a qualifying event:
 - a. Illness of self or a family member (See definitions of family member)
 - b. Birth of a child
 - c. Placement of a child through adoption or a foster care placement program
 - d. Care of a family member that is an ill or injured service member
 - e. Qualifying exigency arising out of the fact that a family member in on active duty or has been notified of an impending call to active duty status in support of a contingency operation
2. Employee notifies his/her immediate supervisor and the Human Resources Analyst B of the qualifying event and the timeframe requested within thirty (30) days unless the qualifying event was not foreseeable.
3. Employee supplies the Human Resources Analyst B with a Certification of Health Provider form, Certification for Birth of Newborn/Adoption or Foster Care Placement form or deployment orders.
4. The Human Resources Analyst B notifies the employee, employee supervisor and the Leave Specialist of the eligibility status via Grambling State University e-mail. (Unless an alternate e-mail address is given to the Human Resources Analyst B) If FMLA leave is intermittent the employee must notify his supervisor of all pending appointments as soon as the information is received and a copy of each leave form must be submitted to the Human Resources Analyst B
5. A copy of the approved, appropriate leave from duty form. (The original should be forwarded to payroll and a copy is kept in the departmental employee file)

NOTE: Family and Medical Leave Act Leave is NOT paid leave.

See the U. S. Department of Labor Publication 1420 at:

<http://gsunet/hr/docs/fmla/Employees%20Rights%20under%20FMLA.pdf>