

FMLA CHECKLIST FOR EMPLOYERS



In addition to posting the general notice on the Family & Medical Leave Act, employers must be prepared for when an employee inevitably requests leave.

- 1 Determine if the employee is eligible for FMLA**
 - Worked for your company for at least 12 months
 - Worked at least 1,250 hours in the 12 months before leave is to begin
 - Works at a location with at least 50 company employees within 75 miles
- 2 Provide a Notice of Eligibility and Rights & Responsibilities**
within five days of the employee putting your company on notice of the need for leave.
- 3 Determine if the leave request is for a FMLA-qualifying reason**
by requesting a certification supporting the need for leave when called for.
- 4 Designate the leave**
and provide a designation notice within five days of obtaining enough information to do so.
- 5 Maintain group health care benefits**
for the duration of the leave and track the leave.
- 6 Restore the employee to the same or an equivalent position upon return.**
- 7 Keep related records**
for at least three years.



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