HUMAN RESOURCES

651-351-8305
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1875 South Greeley Street
Stillwater, MN 55082

Employee Leave of Absence Process and Timeline

Overview of the Family and Medical Leave Act (FMLA) process from the employee's perspective. Designed to meet U.S. Department of Labor Wage and Hour Division requirements.

Step 1: Identify the Need for Leave

Employee Action

- Leave may be for your own serious health condition, to care for a family member, bonding with a new child, safety leave, or a qualifying military reason.
- Foreseeable leave: Provide at least 30 days' notice.
- Unforeseeable leave: Notify your employer as soon as practicable.

Step 2: Notification to Human Resources (HR) and your supervisor

Employee Action

- Notify HR and your Supervisor through the Leave of Absence Request Form.
- Apply for Minnesota Paid Leave through the State website.
    - Applying through the State is voluntary, but it may provide wage replacement benefits during your leave. Please review the State website for more information.

Step 3: Eligibility & Rights Notice

Employer Timeline

- Within five (5) business days of receiving a completed Leave of Absence Request Form indicating a potential need for FMLA, HR will provide:
    - Your FMLA eligibility status
    - FMLA rights & responsibilities
    - Medical certification requirements (if applicable)

Step 4: Complete Medical Certification (If Required)

Employee Action

- Return the completed certification within 15 calendar days of the request to complete the certification.
- Failure to do so may delay or deny FMLA protection.

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Step 5: Review & Clarification

Employer Timeline

- If documentation is incomplete or insufficient, HR will notify you.
- You have 7 calendar days to correct or clarify the certification.

Step 6: FMLA Designation

Employer Timeline

- Within 5 business days of receiving complete information, HR issues a Designation Notice confirming:
    - Whether leave is approved as FMLA
    - Leave counts against your FMLA entitlement

Step 7: Take Approved Leave

Employee Responsibilities

- Use leave as approved.
- Follow reporting procedures for absences.
- Maintain benefit contributions, if applicable.
- Notify HR as soon as possible if your return-to-work date changes. An updated medical certification from your healthcare provider will be required to support the revised date.

Step 8: Recertification (If Needed)

Employee Action

- Additional certification may be required if circumstances change or periodically, as allowed by law.

Step 9: Return to Work