

UC DAVIS CAMPUS
DEPARTMENT CHECKLIST

(double-click checkboxes and select 'Default Value: checked' to check box)

EMPLOYEE REQUESTS LEAVE

Or department receives information of a possible qualifying situation.

DEPARTMENT DETERMINES ELIGIBILITY FOR FMLA LEAVE

Employee must have at least 12 months of University service (need not be continuous) and at least 1,250 hours actually worked in the 12 month period immediately preceding commencement of the leave (hours actually worked includes overtime, but does not include holiday, vacation, sick leave, or other paid leaves).

DEPARTMENT NOTIFIES EMPLOYEE OF ELIGIBILITY AND RIGHTS

Notification made within five (5) days of receipt of leave request; includes request for certification of the need for leave.

Eligibility and Rights Notification consists of all of the following:

- [Notice of Eligibility and Rights & Obligations Form](#)
- [Staff Leave Request Form](#)
- [Certification of Health Care Provider Form](#) (select appropriate certification from page)
- [Return to Work Certification Form](#)
- [Family and Medical Leave Benefits Checklist](#)

EMPLOYEE SUBMITS STAFF LEAVE REQUEST FORM

Employee completes employee section of [Staff Leave Request Form](#), attaches the certification if available, and gives it to the supervisor or the department payroll processor. The department and the employee plan the use of accrued leave and employee works with department to schedule the leave so as to cause the least amount of disruption to the department.

DEPARTMENT VERIFIES AND COMPLETES STAFF LEAVE REQUEST FORM

Checks for accuracy, and completes the designation of leave section ensuring compliance with applicable policy or collective bargaining agreement language. Department sends a copy of the leave request form to the Benefits Office and returns the completed and signed original to the employee within 5 work days. The Benefits Office will contact the employee if needed regarding payment of group insurance contributions.

EMPLOYEE PROVIDES APPROPRIATE MEDICAL CERTIFICATION

If employee does not provide certification within 15 days, supervisor provides the employee with [Certification and/or Declaration of Relationship Not Received](#) (disregard section(s) on 'declaration of relationship'). If certification is unclear or incomplete, department requests additional information.

DEPARTMENT PROVIDES EMPLOYEE WITH DESIGNATION NOTICE

Within 5 days of employer receiving sufficient information regarding qualification of leave, supervisor provides written [Designation Notice](#) to employee. Designation may be applied retroactively as long as appropriate and timely notice has been provided to the employee.

Designation Notice consists of all of the following:

- [Designation Notice \(FMLA\) Form](#)
- [Return to Work Certification Form](#) w/ copy of employee's position description

DEPARTMENT PROCESSES LEAVE TRANSACTION IN PPS

If the employee is using paid leave, the department uses the LVWP bundle in the payroll/personnel system to begin a leave with pay.

Conversion to Leave Without Pay: If the employee uses up his or her paid leave, the department uses the LVNP bundle to convert to leave without pay. DO NOT process LVWP and LVNP transactions on the same day.

Conversion to Supplemental FML: If desired, the employee may request supplemental FML by filing a new leave request and medical certification prior to the end of the FMLA leave. If approved, the department uses the LVNP bundle to change the leave type (code 05 – Extended Illness).

Conversion to Personal Leave: If an employee has exhausted FMLA and supplemental FML entitlements, the department may grant personal leave. However, if the leave is for medical reasons, verification from the medical care provider is still required, and the leave should continue to be coded as 05 – Extended Illness so as not to adversely affect benefits eligibility.

EMPLOYEE RETURNS TO WORK

If previously requested, employee must provide [Return to Work Certification](#) Form prior to return to work.

DEPARTMENT ADVISES EMPLOYEE TO CONTACT THE BENEFITS OFFICE

Employee should contact Benefits to verify that all enrollments remain active.

DEPARTMENT MAINTAINS MEDICAL LEAVE FILE

Medical certifications must be maintained as confidential medical records in a file separate from the employee's personnel file. The department must maintain FML and PDL records for 3 years.

RESOURCES

Applicable policy or collective bargaining agreement

<http://www.hr.ucdavis.edu/policies>

FMLA Packet

http://www.hr.ucdavis.edu/employee/leave-time-off/Fmla_booklet/new-fmla-kit

PPS Users' Guide

<http://pps.ucdavis.edu/newmanual/index.cfm>