

# 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
- Work 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.

