

**Applying for FMLA:**

1. **Complete application process** using one of the following methods:
* [www.fmlasource.com](http://www.fmlasource.com)
* Email: fmlacenter@fmlasource.com
* Phone: 877.462.3652 24 hours automated system or live service from 7:30 AM – 9:30 PM CST
1. **After the application request for FMLA is submitted,** a leave request packet is sent to the employee either by mail or email, which includes the following documents a - d:
	1. **Leave Request Letter** – provides the timeframe requested and states whether it’s for you or a family member with a serious health condition.
	2. **Your Next Steps document** – provides information about short-term disability, sick leave donation/pool, and steps you should take while on leave.
	3. **Blank Medical Certification Form** – the blank medical certification is still sent to the employee even if the employee requests documents to be sent directly to the doctor.
	4. **Return to Work document** – this form can be completed and returned to HR when you return to work. A doctor’s note is also acceptable in place of this document.
2. **Medical Certification**
	1. FMLASource can fax the medical certification to the doctor, or
	2. The employee takes the medical certification to the doctor
	3. The employee is responsible for confirming that the doctor completed the medical certification form and submitted it to FMLASource with the 15-day certification due date.
	4. If medical documentation is not received within 15 days, the employee will receive a reminder notification.
	5. Once the medical certification is received – FMLASource will send out a notification
	6. If medical certification has not been received – FMLASource will send out a denial notification.
	7. Medical certification sent after the due date may still be processed in accordance with UNTSystem policy. Late certifications may result in your absence being delayed or denied.
3. **Decision packet sent to the employee, including:**
	1. Decision letter indicating approval, denial or partial approval
	2. Your Next Steps document
	3. Return to Work document
	4. Your Rights and Responsibilities
4. **Reporting time for different Leave Types:**
	1. Continuous leave – Employees will need to enter FMLA time through the eLeave system in EIS.
	2. Intermittent Leave – Employees must provide advance notice to their immediate supervisor whenever possible for each absence. Employees are also required to report all missed work time in **both** EIS eLeave and FMLASource to align their FMLA usage.
	3. Reduced Schedule Leave – Employees will need to enter the reduced FMLA time through the eLeave system in EIS.
	4. Maternity/Parental Leave – Employee, must inform FMLASource of the actual date of delivery/placement. Employees will need to enter FMLA time into EIS.
5. **Other Notes Regarding Leave**
	1. All applicable time must be exhausted before an employee can go into an unpaid status.
	2. Sick time must be used for medical reasons only.
	3. For the birth of a child, sick leave can only be used during the recovery period. It cannot be used for the “bonding” period covered under FMLA after recovery. Vacation time must be used for the “baby bonding” period.

**Example:** 8 weeks of recovery requires the use of sick time. The remaining four weeks will require the use of vacation or comp-time for the baby bonding period.

* 1. Once the employee has exhausted all leave, then the department will need to either doc the employee via the timesheet or submit a Leave Without Pay ePAR to prevent the employee from being overpaid.
1. **Using Sick Leave Donation/Sick Leave Pool**
	1. If you do not have enough leave accruals to cover the period you are out on leave, you may apply for sick leave pool or an employee of the same agency may donate their sick leave. This request requires separate medical certification and is not job-protected leave when used outside of FMLA. This certification should be completed by your physician at the same time they complete the FMLA medical certification. The forms must be submitted to HR by fax: 940/269-5530. The forms can be found on the UNT System website <https://hr.untsystem.edu/sick-leave-0>.

For further information regarding SLD/SLP, please contact fmla@untsystem.edu or call 940-369-7650 (Option 5).

1. **Short-term disability**
	1. If you are enrolled in Short Term Disability, you will need to work with the insurance carrier to begin the process.
	2. The application form and information about the program can be found here: <https://reedgrouptipp.com/>
	3. The employer section of the form can be completed by UNTSystem benefits team. You can email the form to HRbenefits@untystem.edu. Please be sure to include the claim number.
2. **Returning to Work:**
	1. Return to work on your planned and approved return date.
	2. If you are returning to work earlier than anticipated, you must notify FMLASource, your supervisor, and FMLA@untsystem.edu.
	3. If you are not returning to work on your anticipated return date, you must contact your supervisor, FMLA@untsystem.edu, and work with FMLASource to determine if you are eligible to extend your leave. If you are not eligible to extend FMLA and your department. If you are out of FMLA time, your department will need to approve a leave of absence.
3. More information on unpaid leave (FMLA, Parental Leave, Etc.) can be found on the leave website: <https://hr.untsystem.edu/family-and-medical-leave-act>