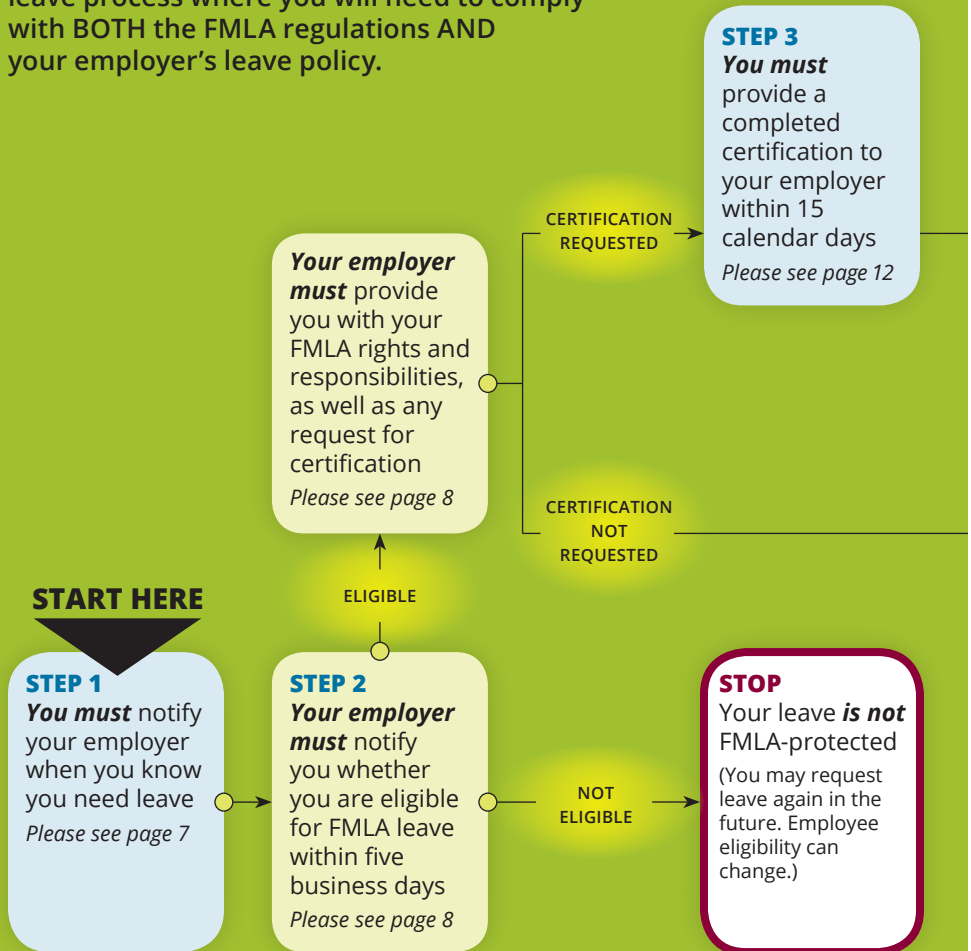



The FMLA Leave Process

This flowchart provides general information to walk you through your initial request for FMLA leave step by step, and help you navigate the sometimes complicated FMLA process.

Please note, it is **ESSENTIAL** for you to be familiar with your employer's leave policy. There are several instances throughout the FMLA leave process where you will need to comply with **BOTH** the FMLA regulations **AND** your employer's leave policy.





-  YOUR RESPONSIBILITY
-  YOUR EMPLOYER'S RESPONSIBILITY

STOP

Your leave **is not** FMLA-protected
(You may request leave again in the future.)

NOT DESIGNATED →

STEP 4

Your employer *must* notify you whether your leave has been designated as FMLA within five business days
Please see page 8

→ DESIGNATED →

STEP 5

Your leave **is** FMLA-protected
(There are employee responsibilities while out on FMLA leave.)
Please see page 8

STEP 6

When you return to work, **your employer *must*** return you to your same or nearly identical job
Please see page 14