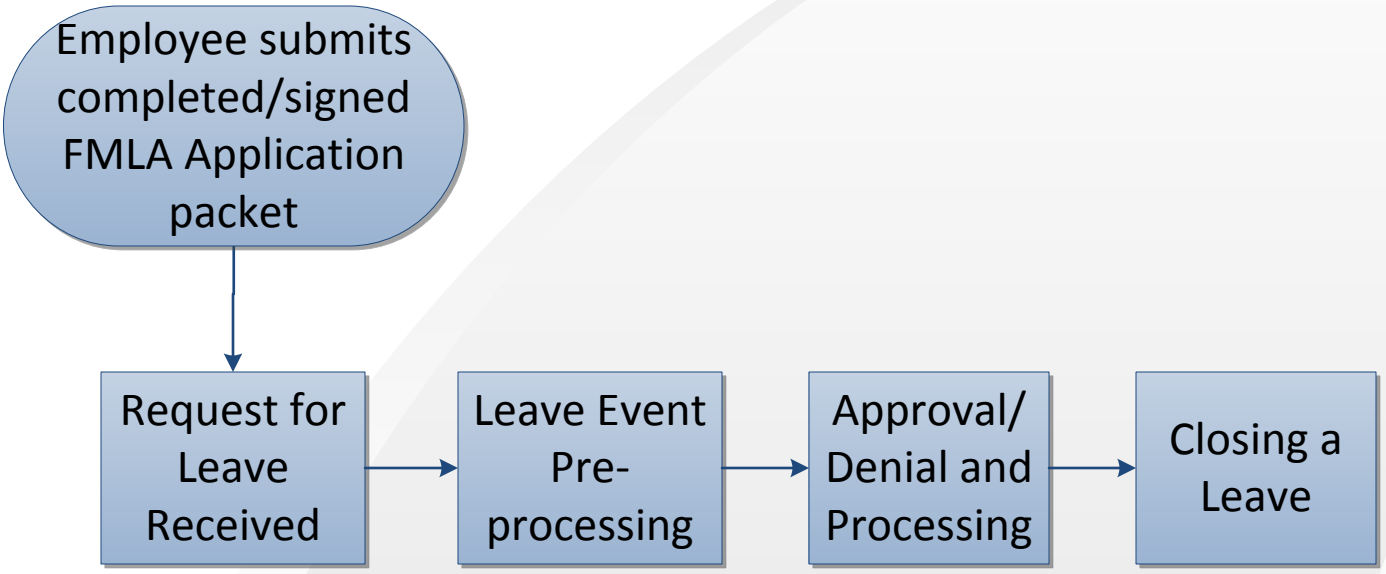
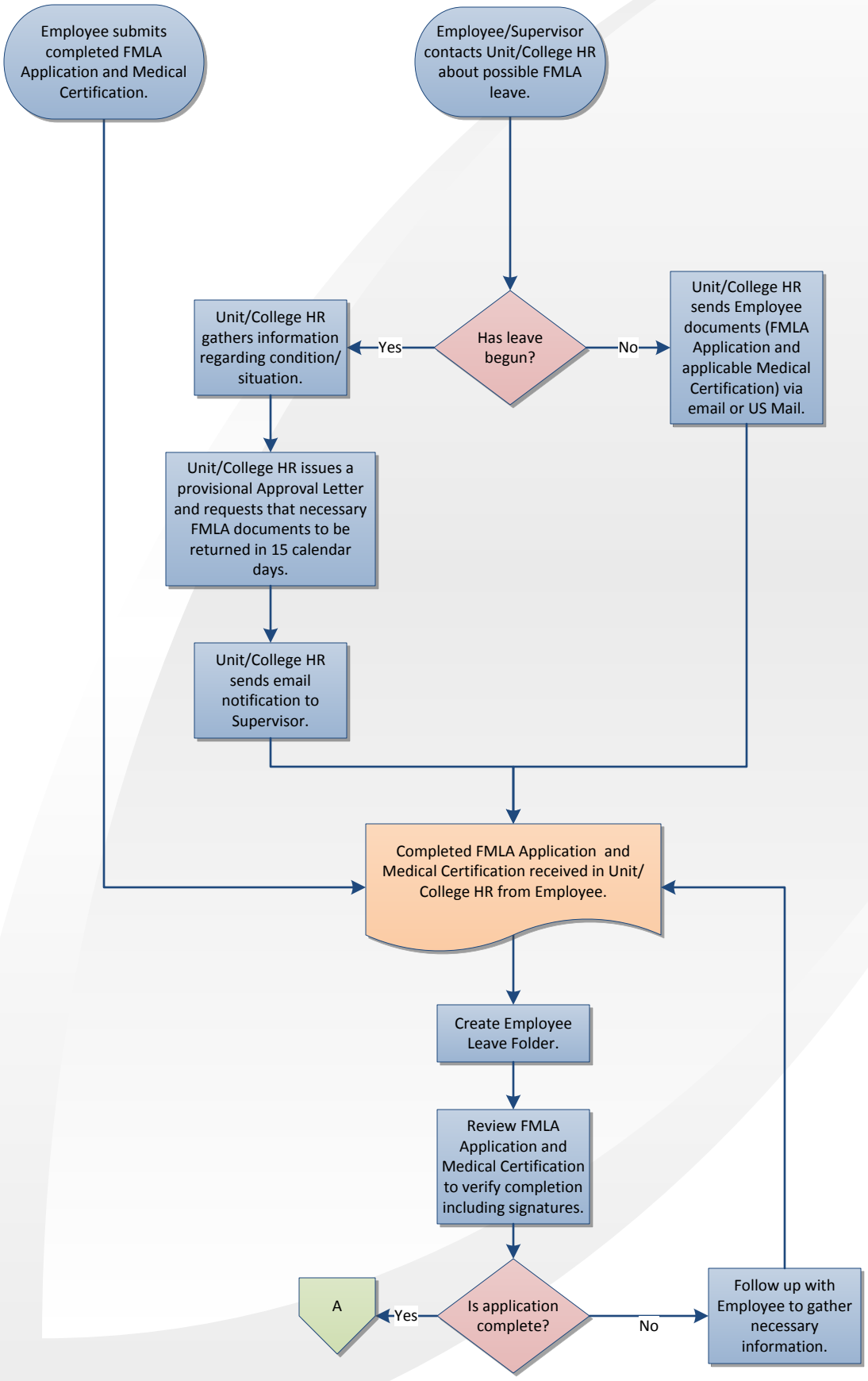
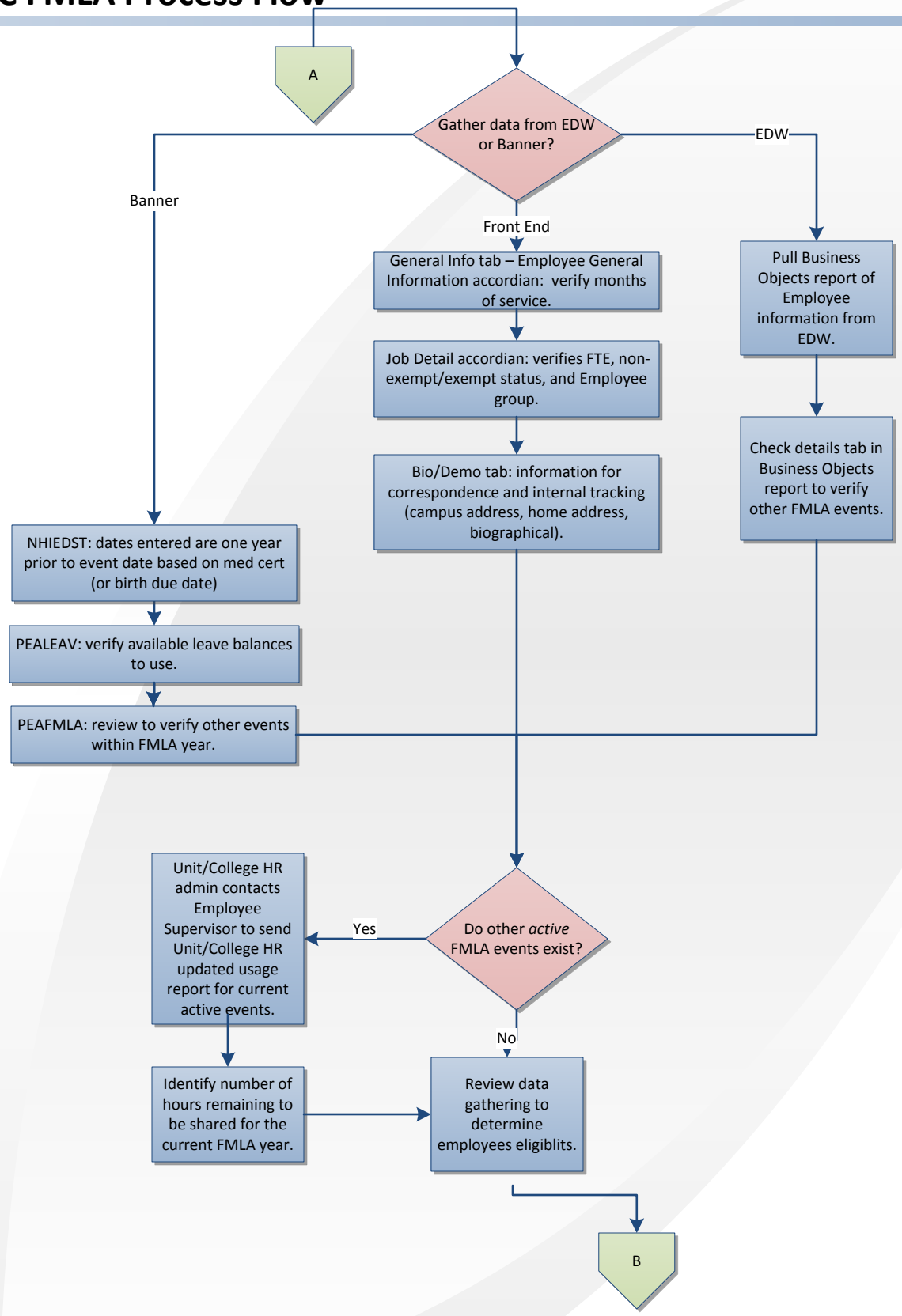
UIC FMLA Process Flow



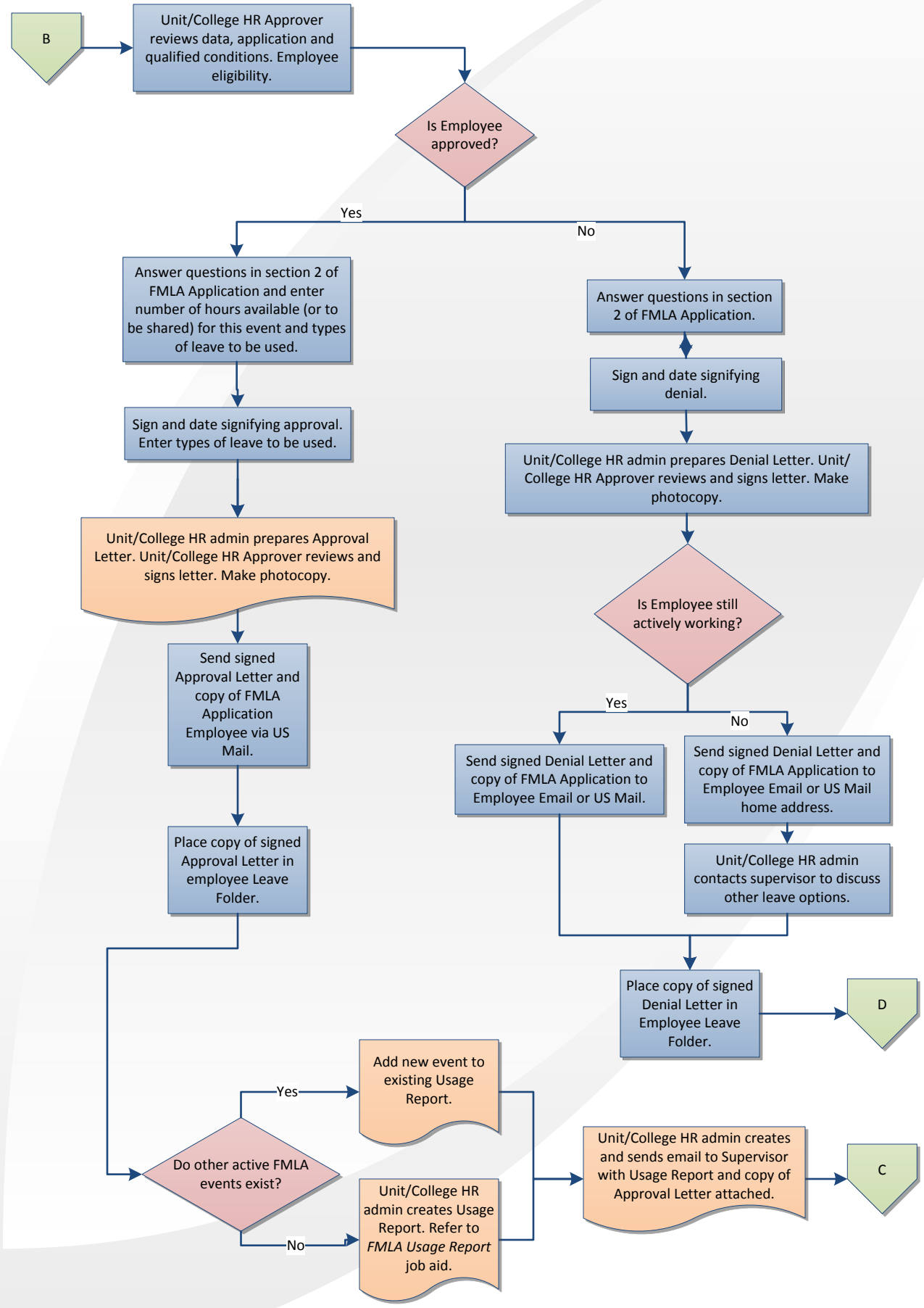
UIC FMLA Process Flow

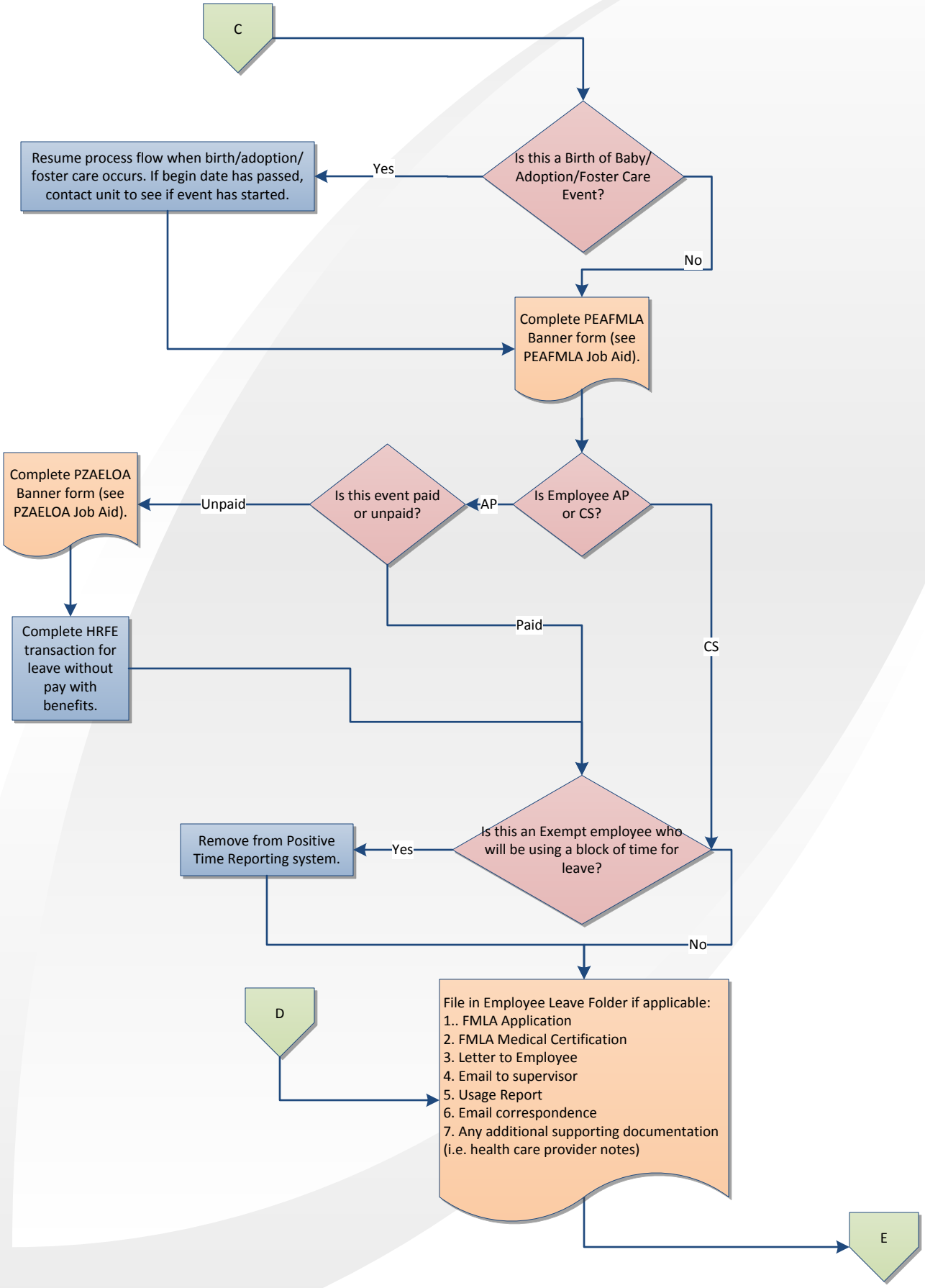


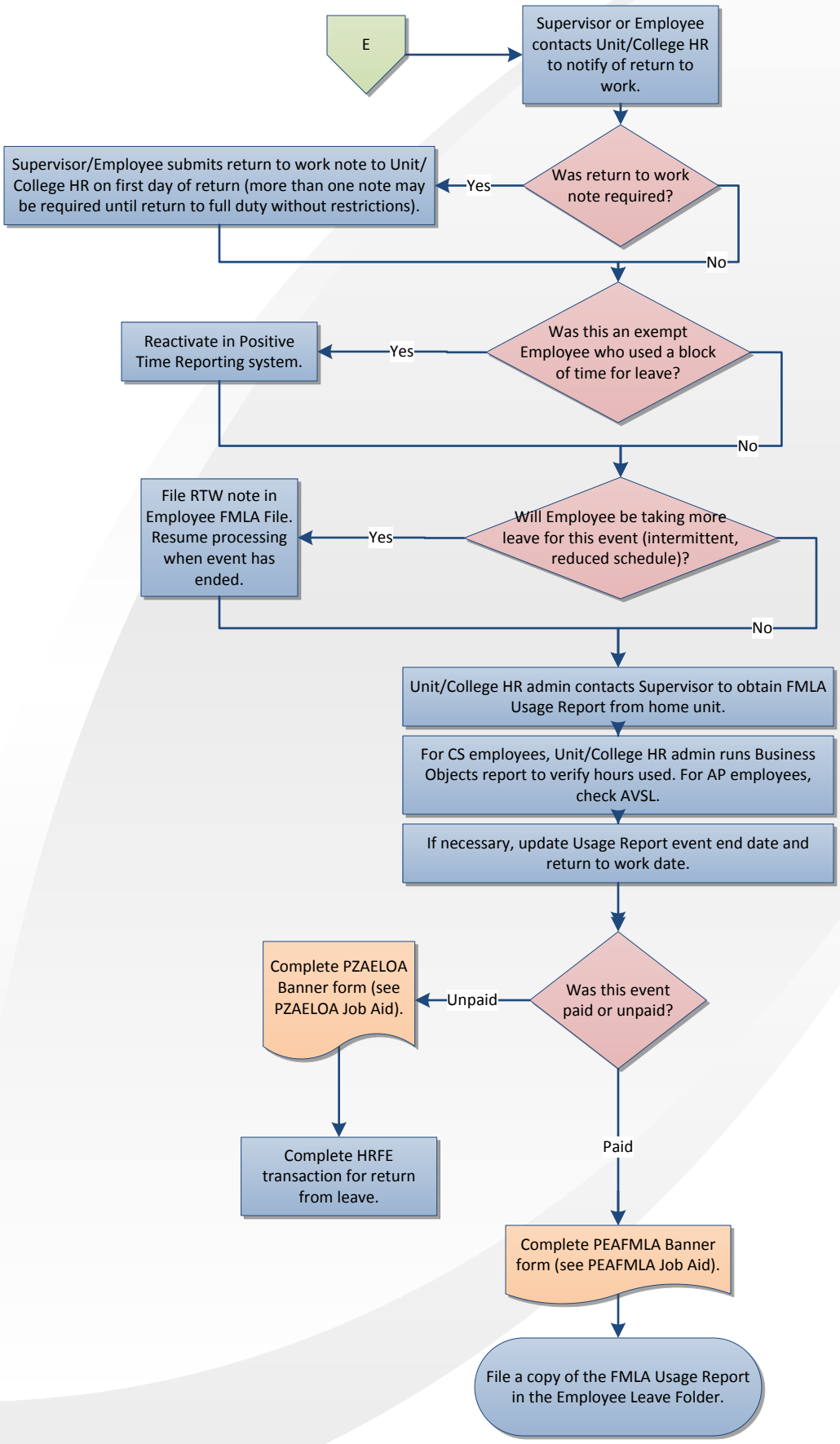
UIC FMLA Process Flow



UIC FMLA Process Flow




C
Is this a Birth of Baby/ Adoption/Foster Care Event?
Yes
Resume process flow when birth/adoption/ foster care occurs. If begin date has passed, contact unit to see if event has started.
No
Complete PEAFMLA Banner form (see PEAFMLA Job Aid).
Is Employee AP or CS?
AP
Is this event paid or unpaid?
Unpaid
Complete PZAELOA Banner form (see PZAELOA Job Aid).
Complete HRFE transaction for leave without pay with benefits.
Paid
CS
Is this an Exempt employee who will be using a block of time for leave?
Yes
Remove from Positive Time Reporting system.
No
D
File in Employee Leave Folder if applicable:
1.. FMLA Application
2. FMLA Medical Certification
3. Letter to Employee
4. Email to supervisor
5. Usage Report
6. Email correspondence
7. Any additional supporting documentation (i.e. health care provider notes)
E


E
Supervisor or Employee contacts Unit/College HR to notify of return to work.
Was return to work note required?
Yes
Supervisor/Employee submits return to work note to Unit/ College HR on first day of return (more than one note may be required until return to full duty without restrictions).
No
Was this an exempt Employee who used a block of time for leave?
Yes
Reactivate in Positive Time Reporting system.
No
Will Employee be taking more leave for this event (intermittent, reduced schedule)?
Yes
File RTW note in Employee FMLA File. Resume processing when event has ended.
No
Unit/College HR admin contacts Supervisor to obtain FMLA Usage Report from home unit.
For CS employees, Unit/College HR admin runs Business Objects report to verify hours used. For AP employees, check AVSL.
If necessary, update Usage Report event end date and return to work date.
Was this event paid or unpaid?
Unpaid
Complete PZAELOA Banner form (see PZAELOA Job Aid).
Complete HRFE transaction for return from leave.
Paid
Complete PEAFMLA Banner form (see PEAFMLA Job Aid).
File a copy of the FMLA Usage Report in the Employee Leave Folder.