The University of Tennessee Health Science Center

Family and Medical Leave Procedure

Section 300, Procedure #338
Effective: 03/14/2014
Revised: 08/14/2014

Objective:

To set forth procedures for the approval and use of Family and Medical Leave for regular staff.

Who is affected?

Refer to the Decision Tree, below, to determine whether you are eligible for FML.

Procedure:

1. Request for FML by the Employee.

When an employee is going to be absent for 3 days due to an eligible FML event, the employee must complete a Family and Medical Leave Request form (available from HR- Benefits office or website), and submit it to his/her supervisor for approval. The request is forwarded to HR-Benefits for approval.

2. Medical Certification Option.

The department head may require medical certification to support the request for family and medical leave. This is to be completed by the physician and returned to HR-Benefits.

3. Maintaining the FML Leave Record; Reporting Deadline.

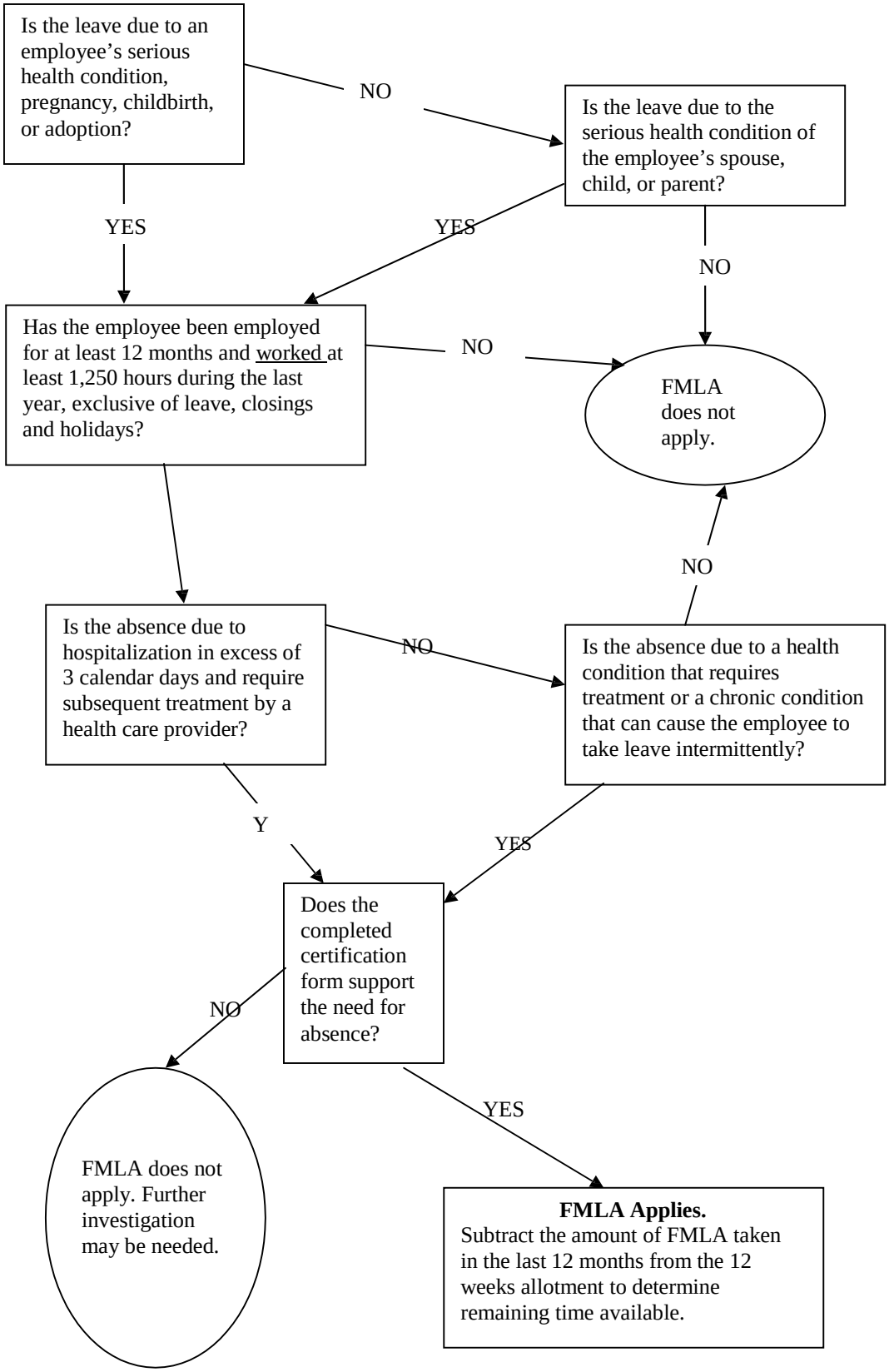
The department maintains a record of the dates of FML absences (whether the employee has accumulated and is using paid sick leave or not) in IRIS on the Bi-weekly or Salaried Employee time report. The twelve-week per twelve-month period allowed is measured from the first day of FML.

4. Deeming FML When No Request is made by the Employee.

If the department believes an employee's absence qualifies for FML, and the employee has not requested it, the department should complete the Family and Medical Leave Request form and submit it to HR-Benefits for approval. The department must then notify the employee in writing that the leave will be counted as FML with the time frame permitted by HR Policy 0338.

5. Use of Accrued Time.

UTHSC requires employees to use sick leave until exhausted. After sick leave is exhausted, annual leave or personal day must be used prior to taking an unpaid leave of absence.

See also:
Leaves of Absence, HR0355; Sick Leave, HR0380; Sick Leave Bank, HR0382 for guidance when the Family and Medical Leave have been exhausted.

FMLA Decision Tree