

# EMERGENCY FAMILY AND MEDICAL LEAVE ACT (FMLA) ADMINISTRATION

## FMLA PROCESS AND REQUIREMENTS

- I. Contact your FMLA Administrator immediately upon notice from an employee of time off for reasons outlined in H.R. 6201. Be sure to send the employee's last date worked and indicate if the leave is for the employee or an immediate family member or spouse.
- II. The FMLA Administrator will create an FMLA packet using current DOL forms, along with those that are required by PEOPLEASE. FMLA forms are sent within 5 days to the employee. An employee will have 15 calendar days to return the forms to the FMLA Administrator.
- III. If the forms are not returned before the deadline, the FMLA Administrator will contact the client's designated HIPAA contact and provide them with the option of extending the leave. If an extension is not granted, the FMLA file will be closed.
- IV. When completed forms are received, the FMLA Administrator will review and make a determination on the FMLA leave. Updates on an employee's FMLA status will be provided to the client via email.
- V. The employee will receive a Designation Notice confirming that their FMLA leave has been approved. The notice will also provide the approved dates or number of weeks counted against their FMLA entitlement.

Contact your PEOPLEASE Human Resources Business Partner at [hrbp@peoplease.com](mailto:hrbp@peoplease.com) to begin the Emergency FMLA administration process or discuss your concerns.