

FMLA Process Update

Target Implementation Date 9/1/17

Communication/Training Plan 8/1/17 – 9/1/17

Communication

1. Updates to Human Resources Webpages related to FML including Employee and Employer Responsibilities
2. Updates to process step (Included) to Administrators
3. PowerPoint presentation made available online.

Training

1. Provide update at Administrators meeting on changes to the process
2. Facilitate sessions with HR Business Partners within campus community
3. PowerPoint presentation made available online.

Process Start to Finish

Step One: Information and Packet Collection

1. All employee questions and forms will be processed through the Employee Service Center. Please download the appropriate form on this page and return the completed form according to the instructions below. At this time, it is also advised that you check that your contact information in [PASS](#) and in [ERS](#) is complete and accurate.
2. FML forms may be:
 1. Hand delivered to 325 McElhinney Hall (Best Option)
 2. faxed to 713-743-4830
 3. Reply to a secure email from hrben@central.uh.edu with FMLA in subject line
3. **Employee will receive email notification if the FML packet is not complete. Employee will have 15 days to cure any FML deficiencies (i.e. any required forms not on file or request from HR); FML request are considered complete when all forms are submitted.**

Step Two: Review and Approval of FML/Parental Leave Request

1. Completed packets will be reviewed by our FML review team to determine if further information is required or final approval /denial.
2. Approved FML will have leave calculated to provide accurate information to the employee and the supervisor on how the leave will be recorded in TRAM. The calculation will be based on the request and the employee's current leave accrual.
3. All changes to the original approved request will need to be submitted to Human Resources.
4. Denied FML notification will outline reason for denial.

5. Please Note: Intermittent FML will require work schedule review by HR and employee supervisor prior to approval.

Step Three: Notification and Recording Leave

1. Notification will go out to the employee and supervisor via email from the hrben@central.uh.edu address and will outline instructions and detailed leave application for the FML period.
2. Deviations from the leave outlined in the notification will need to be communicated to Human Resources. Changes will have to be approved and leave will be recalculated.
3. HR will enter leave in TRAM for all full-time approved FML cases; HR will also approve the time entries in Tram.
4. Departments will continue to enter intermittent FML leave in TRAM, review all ongoing FML leave for accuracy and communicate any changes to Human Resources.
5. In order for an employee to return to work they must return to Human Resources prior to department. Human Resources will execute the return to work ePar.

Employee Responsibility	Manager Responsibility
Application	Facilitate approval with HR
Certification; including statement of need, date and duration	Provide appropriate schedule if intermittent
Reasonable notice when foreseeable	Approve time if intermittent