

FMLA Procedures

1. Employee fills out Request for Family Medical Leave form
 - a. Have Dept. Head review and sign
 - b. Forward form to County Administrator

2. County Administrator completes the Response to Request for Family Medical Leave form
 - a. Returns form to employee within 2 days of initial request (copy to Dept. Head)
 - b. Indicates whether employee will be required to use accrued paid leave during absence
 - c. Indicates if employee will be required to furnish medical certification
 - d. Provides employee with Payroll Notification form (with calendar)
 - e. Provides employee with Certification of Health Care Provider form, if required

3. Employee returns the following to the County Administrator's office:
 - a. Payroll Notification form with calendar
Employee completes the top portion of Notification and indicates on calendar dates of leave as well as how accrued time will be dispensed
 - b. Certification of Health Care Provider form, if required

4. County Administrator completes lower section of Notification Form
 - a. Original is then given to Payroll, copies to the Dept. Head and personnel file

5. County Administrator maintains original Certification of Health Care Provider form in a separate medical file and returns a copy to the employee.

6. County Administrator will maintain a continuous record of Family Leave for each individual.
 - a. Under Wisconsin FMLA a qualified employee may use 6 weeks for birth/adoption; 2 weeks for serious health condition of parent, child, or spouse; and 2 weeks for employee's own serious health condition during a 12 month period.
 1. Wisconsin FMLA 12 month period is based on a calendar year.
 - b. Under Federal FMLA a qualified employee may use 12 weeks of leave in a 12 month period.
 1. 12 month period is defined from the first day of FMLA usage and then counting forward 12 months.