

W I S C O N S I N



Human Resources Department
444 West Grand Avenue / Wisconsin Rapids, WI 54495-2780

FMLA: Employee Checklist

- Submit your request for leave to Human Resources at least 30 days before the leave is to begin when leave is foreseeable, such as birth, scheduled surgery, adoption. If leave is not foreseeable, submit your request as soon as possible.
- When requesting leave, provide enough information, such as the timing and duration of the leave, whether you are unable to perform your job, whether you or a family member is under the care of a health care provider, whether you or a family member has been hospitalized overnight, whether the leave involves a pregnancy, whether the leave involves a family member's military duty, and so on. Failure to do so can result in denial of FMLA leave. You may be asked further questions, and will be expected to respond.
- Ensure that you notify your supervisor of the leave request and duration of time off needed, do so as soon as possible.
- You will receive an eligibility/rights & responsibilities notice indicating if you are eligible for FMLA leave. Keep this for your records.
- Ensure a medical certification (or recertification) form is fully completed by you and the appropriate health care provider and returned to Human Resources prior to your scheduled leave. If an unforeseeable leave, medical certification is due as soon as possible. If leave is due to a family member's military exigency, have the appropriate individual complete it.
- You will receive a designation notice indicating whether the leave qualifies for FMLA protections. Keep this for your records.
- If circumstances change, such as the date you expect to return to work, notify your employer as soon as practicable.
- If requested, provide a fitness-for-duty note from your physician before returning from leave.

Human Resources

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