STEP 1 → You must notify your supervisor or Designated Leave Coordinator when you know you need leave
(FMLA Leave Request form)

STEP 2 → Your supervisor or Designated Leave Coordinator must notify you whether you are eligible for FMLA leave within five business days
(FMLA Leave Eligibility Flowchart)

If you are an eligible employee
Your supervisor or Designated Leave Coordinator must provide you with your FMLA rights and responsibilities as well as any request for certification
(Eligibility, Rights and Responsibilities Form)
(Certification Forms)

If certification is requested
(FMLA Leave Certification Flowchart)

STEP 3 → You must provide a completed certification to your supervisor or Designated Leave Coordinator within 15 calendar days

STEP 4 → Your supervisor or Designated Leave Coordinator must notify you whether your leave has been designated as FMLA leave within 5 business days
(Designation Form)

If leave is designated as FMLA leave

STEP 5 → Your leave is FMLA-protected (There are employee responsibilities while out on FMLA leave.)

STEP 6 → When you return to work, your supervisor must return you to the same or an equivalent position.

STOP → Your leave is not FMLA-protected
(You may contact your supervisor, Designated Leave Coordinator or a Human Resources representative to discuss whether other leave options are possible.)

Note: Use the FMLA Leave Eligibility Calculator to calculate hours worked

If you are not an eligible employee
If certification is not requested
If leave is not designated as FMLA leave

Note: You may be required to furnish a fitness-for-duty release prior to your return to work.

The University of Arizona - Division of Human Resources
Rev. 12/18/2015