Your supervisor or Designated Leave Coordinator must notify you if a certification is required (Certification Forms).

You must provide a completed certification to your supervisor or Designated Leave Coordinator within 15 days.

Has the requested certification been received by the supervisor or Designated Leave Coordinator? No

Your supervisor or Designated Leave Coordinator may deny FMLA leave if you fail to provide a requested certification, absent extenuating circumstances.

Your supervisor or Designated Leave Coordinator may require you to:

- Correct any deficiencies in your certification within seven days.
- Obtain a 2nd medical opinion at your department’s expense if your supervisor or Designated Leave Coordinator doubts the validity of your certification.
- Obtain a 3rd opinion at your department’s expense if the 1st and 2nd opinions differ.

Is the certification complete and sufficient? No

Has the requested certification been received by the supervisor or Designated Leave Coordinator?

Yes

Your supervisor or Designated Leave Coordinator must notify you whether your leave has been designated as FMLA leave within 5 days.

Your supervisor or Designated Leave Coordinator must notify you whether your leave has been designated as FMLA leave within 5 days.