

Employee notifies payroll rep, supervisor, or Human Resources for Family and Medical Leave 30 days prior to leave, or as soon as possible if the need is unforeseen. Human Resources determines eligibility.

# LARIMER COUNTY FAMILY AND MEDICAL LEAVE PROCESS



NO

Within 5 business days of the request, Human Resources gives the employees a completed Notice of Eligibility and Rights and Responsibilities advising them that FML is not applicable and discuss other options if available. Payroll rep and supervisor will receive a copy.

YES

Within 5 business days of the request, Human Resources gives the employees a completed Notice of Eligibility and Rights and Responsibilities advising them that FML is applicable and discuss other options if available. Payroll rep and supervisor will receive a copy.

Please note that eligibility for FMLA does not constitute approval.

HR submits blank certification form to employee, with request to return within 15 days.

Employee provides supporting documentation/certification within 7 calendar days of request.

Was the support documentation sufficient?

NO

HR provides the employee with updated information on the Designation Notice to indicate that the information is insufficient, and gives the employee another 7 calendar days to provide further, sufficient information.

YES

HR provides the employee with a Designation Notice within 5 business days indicating if the leave is approved or denied based on information provided in the certification.

NO

If leave is denied, HR will submit to HR Generalist to determine available options.

YES

If leave is approved, HR will communicate with employee, supervisor, and payroll rep to track the employee's leave on time sheet.

**LEGEND:**

Human Resources Action

Employee Action