



WAYNE COUNTY HEALTH DEPARTMENT
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WAYNE COUNTY HEALTH DEPARTMENT FMLA PROCESS

Talk to your employer about your plans for leave from work for pregnancy and the postpartum period. If you are eligible, your employer should provide you with Family Medical Leave Act (FMLA) paperwork and any medical certification forms they require to approve the leave. Please give all FMLA papers (with a working phone number attached) along with applicable fee to a Registration staff member to be given to the Women's Health Office Assistant.

Step 1

Before you bring the FMLA papers to Registration, please make sure you have completed each part that needs to be done by you, the employee, including signatures with dates. You should have an attached job description and sometimes a release of medical information page included in the packet.

Step 2

After turning the documents in, it will take 3 business days to process so please turn them in promptly since these forms are time sensitive.

Step 3

There is a \$15 dollar processing fee that must be paid (cash, check, or debit/credit) to Registration before these can be processed.

Step 4

Registration will call you when the forms are ready to be picked up. Forms must be picked up by the requesting patient, we are unable to fax or email forms due to HIPAA regulations.

Please Note

These documents are scanned into your medical chart so that you can receive an additional copy at a later date if need be. Feel free to call 919-705-6540 on the 3rd business day after leaving them to check the status of your documents.

Thank you for your cooperation!!!

The Family and Medical Leave Act for Expanding your Family

The FMLA became effective **August 5, 1993**, for most employers and employees. This law covers only certain employers; affects only those employees eligible for the protections of the law; involves entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; sets requirements for notice and certification of the need for FMLA leave; and protects employees who request or take FMLA leave. The law also includes certain employer recordkeeping requirements.

Purposes of the FMLA

The FMLA allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.

Employer Coverage

In order to take FMLA leave, you must first work for a covered employer. Generally, private employers with at least 50 employees are covered by the law. Government agencies (including local, state and federal employers) and elementary and secondary schools are covered by the FMLA, regardless of the number of employees.

Employee Eligibility

To be eligible for FMLA leave, an employee **must work for a covered employer and:**

have worked for that employer for at least 12 months; and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and, work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Leave Entitlement

You may take FMLA leave for the birth of a child and to bond with the newborn child, or for the placement of a child for adoption or foster care and to bond with that child. Leave must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave (for example, a part-time schedule).

A covered employer must grant an eligible employee up to a total of **12 workweeks of unpaid leave** in a 12 month period. FMLA leave is unpaid leave. However, if you have sick time, vacation time, personal time, etc., saved up with your employer, you may use that leave time, along with your FMLA leave so that you continue to get paid. In order to use such leave, you must follow your employer's normal leave rules such as submitting a leave form or providing advance notice. Even if you don't want to use your paid leave, your employer can require you to use it during your FMLA leave.

Intermittent/Reduced Schedule Leave

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates recurring periods of leave better than the employee's regular job.

Employee Responsibility

To take FMLA leave, you must provide your employer with appropriate notice. If you know in advance that you will need FMLA leave, you must give your employer at least 30 days advance notice. If you learn of your need for leave less than 30 days in advance, you must give your employer notice as soon as you can.

If you have FMLA questions or violations of rights you can contact The U.S. Department of Labor's Wage and Hour Division (WHD) at 1-866-487-9243. For more information visit: <https://www.dol.gov/whd/fmla/employeeguide.pdf>

If your employer requests medical certification, you only have 15 calendar days to provide it in most circumstances. You are responsible for the cost of getting the certification from a health care provider and for making sure that the certification is provided to your employer. If you fail to provide the requested medical certification, your FMLA leave may be denied.



This is a snapshot of FMLA policy please go to website for full details.

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