



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: FAMILY AND MEDICAL LEAVE (FMLA) PROCEDURE

RESPONSIBILITY

ACTION

Employee

1. Employee requests a leave of absence. Leave should be requested at least thirty (30) days in advance or as soon as practicable.
2. If the employee has requested leave through the immediate supervisor or payroll clerk, contact should be made by the supervisor, payroll clerk or the employee to Employee Relations.
3. Employee Relations will send out initial FMLA eligibility notice along with the appropriate forms to the employee to complete.
4. The employee will complete the "Leave of Absence/Family Medical Leave" form and submit to the supervisor.
 - a. Department management specifies plans for covering work and lists previous leaves employee has had in the last twelve (12) months.
 - b. Supervisor signs form acknowledging awareness of pending absence
 - c. Department head signs form as an acknowledgement.
 - d. All forms are emailed to leaveofabsence@danecounty.gov
5. The employee will complete any applicable sections on the "Health Care Provider Certification" and submit it to the physician for completion. Note: There are three (3) separate certification forms (one for employee, spouse/DP, child health condition; one for military exigency leave; and one to care for an injured service member). The Health Care provider form may be sent directly to Employee Relations due to confidential content.

Employee Relations

6. Employee Relations reviews the request for approval/denial as FMLA leave or other contractually applicable leave without pay. Employee Relations sends out approved forms and FMLA designation notice form.



SECTION: HR
TOPIC: FAMILY MEDICAL
LEAVE (FMLA)
AUGUST, 2024

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7. Employee, department, Controller's office, Risk Management and Employee Group/bargaining unit are notified of approval/denial.

Employee

8. Employee is responsible for documenting FMLA absences on their exception time reports and sending an email to leaveofabsence@danecounty.gov with a total of FMLA hours used in the pay period.
9. Intermittent FMLA must be tracked by employee/supervisor and hours reported to Employee Relations.

END OF PROCEDURE