



FMLA Leave Checklist

Classified employees, University staff, Non-faculty administrators

FMLA Leave Overview

To be eligible for FMLA, the employee must:

- 1) Have been employed for at least 12 months **AND**
- 2) Have worked at least 1250 hours during the 12 months immediately prior to the requested leave date **AND**
- 3) Have not already exhausted his/her FMLA leave entitlement (for the 12 months prior to the requested leave begin date)

Step 1: Request the Leave

- Request leave:**
 - 30 days prior to the leave for a planned leave, include approximate duration
 - Immediately for an unplanned leave, include approximate duration
- Notify your Supervisor**
- Submit a Service Request through email:**
 - Send an email to: HR_Disability@asu.edu. Use the subject line: Leave Request. Provide your name, Employee ID, estimated leave start and end date and phone number. *Do not include medical information with the email, confidential or sensitive information should not be disclosed here.*
- Submit the Leave of Absence Request Form:**
 - Complete all sections of the form and submit the Leave of Absence Request form.
 - Once your request is received, you will be sent leave packet from Human Resources Benefits

Step 2: Submit Required Documentation

- Required Leave Documentation:** Submit as specified in the leave packet.
- Return to Work:**
 - If you are out for your own serious health condition, submit a Health Care Provider Release to Return to Work/Certificate of Illness form **five business days PRIOR to your return to work**. Failure to provide the form will delay your return to work.
 - If you are not out for your own serious health condition, confirm your return date to your supervisor and Human Resources Benefits **five business days PRIOR to your return to work**.

Step 3: Time Reporting

- Time Reporting:** Contact your supervisor and department data time administrator (DTA) to confirm the process and deadlines for reporting sick, vacation and or compensatory time while you are on a leave of absence.

Step 4: Keep Your Employer Informed

- Leave of Absence Changes:** Notify your supervisor and Human Resources Benefits as soon as possible.
- Leave extension:** Notify your supervisor and Human Resources Benefits within **five business days PRIOR to your original return to work**. You will be asked to provide documentation to support the extension request.

More Information

Leaves of Absence: <https://cfo.asu.edu/leaves-and-holidays>

HR Forms: <https://cfo.asu.edu/hr-forms>

Questions

Employee services: 855-278-5081 Monday – Friday, 8 a.m. to 5 p.m. Arizona time